

**Job Description**  
**Firefighter/Emergency Medical Technician (EMT)**

<u>Direct Report of:</u>	Lieutenant Safety Officer Training Officer	Medical Director Privacy Officer
<u>Peers With:</u>	EMTs Firefighters	Fire Marshal Chaplain
<u>Location:</u>	Tightwad Fire Station	Coal Fire Station
<u>Resources Provided for District business:</u>	Personal Protective Equipment (PPE) Uniform and badge Training and education	Mobile radio while on duty Response application
<u>Memberships: (when eligible)</u>	Firefighters Association of Missouri (FFAM) Missouri Emergency Medical Services Association (MEMSA)	
<u>Compensation Range and Allowances:</u>	Unpaid	Uniform and wireless telephone allowances, when eligible
<u>Assignment:</u>	Part-time	On-Call 24 hours a day, 7 days a week
<u>Maximum Staffing Level:</u>	20 Total Firefighter, EMT, and Firefighter/EMT positions	

Primary Responsibility:

The Firefighter/EMT's primary responsibility is protecting life and property in the District, particularly firefighting, fire prevention, and emergency medical services (EMS).

Administrative Duties:

The Firefighter/EMT's administrative duties include report writing, documentation of training, incidents, patient care, station duties, maintenance, and other activities.

Important Duties:

- Assists in the preparation of reports and documentation as necessary, e.g., incident reports, patient care reports, etc.
- Complies with applicable state and federal regulations and statutes, e.g., traffic laws
- Conforms to District policies and standard operating procedures or guidelines
- Operates, cares for, tests, and maintains firefighting, EMS and first aid equipment
- Cleans and maintains District buildings, apparatus, and grounds
- Supports District activities and programs, including community education and emergency preparedness

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- Responds to alarms and serves as the Incident Commander at the scene of incidents as necessary according to the District's standard operating procedures and guidelines
- Provides feedback to Lieutenant, Quality Assurance and Quality Improvement Coordinator on operational goals and standard operating procedures and guidelines, including suggestions for the purchase of equipment and supplies
- Supports continuous improvement of operations and protocols, improved outcomes through participation in quality assurance and quality control activities, reduction of response times and streamlining work processes
- Works cooperatively and jointly to provide seamless quality customer service
- Participates in District activities and community activities in which the District is involved
- Participates in periodic training exercises and drills to increase emergency services knowledge and skill proficiencies
- Assists with special projects, as assigned

#### Required Knowledge & Training:

- Fire hazards and fire prevention techniques
- First aid, including cardiopulmonary resuscitation (CPR) and automatic external defibrillation
- District streets, roads, highways, locations, and known hazards
- Principles, practices, methods, and equipment employed in modern emergency services, including operations and maintenance, including the National Incident Management System (NIMS)
- District ordinances, policies, standard operating procedures and guidelines and state statutes and regulations pertaining to emergency services
- Safety standards and precautions pertaining to emergency medical service activities, fire suppression and first aid activities and the use and operation of emergency services equipment
- Basic Life Support (BLS) emergency medical services

#### Required Abilities:

- Follow commands and instructions
- Use good judgment in operational activities consistent with carrying out the District's mission, achieving goals, and fulfilling the District's vision
- Establish relationships and work well with District employees
- Work well with the public, and employees of other agencies
- Uses firefighting equipment, including fire hoses or apparatus at emergency incidents
- Uses EMS equipment, e.g., stethoscope, oxygen delivery system, blood pressure cuff, airways, automated external defibrillators (AEDs), etc. or apparatus in emergency situations
- Process patients, including fracture and spinal injury management, burn management, obstetrical emergencies, airway management and triage of patients in a mass casualty incident
- Ventilate burning buildings by opening windows and creating holes in roofs and floors

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- Perform searches and rescues, including inside burning buildings and rescuing trapped or endangered persons
- Administration of medications according to District protocols
- Force entry into locked vehicles or structures
- Assists in advancing hose lines and making hydrant connections
- Directs water streams on fires
- Overhaul a fire scene
- Detect gas leaks
- Perform routine apparatus and vehicle maintenance duties
- Gather information by interviewing and obtaining the statements of victims and witnesses at the scene of an incident to provide safe and accurate first aid
- Detect symptoms or evidence of illness or injury to provide a basis for effective first aid
- Prepare reports and documentation as necessary for national incident reporting, with clearly organized thoughts using proper English sentence construction, punctuation, and grammar
- Communicate with co-workers and employees of other agencies
- Communicate as necessary with District patrons, victims, or the public
- Comprehend and make inferences from written material
- When necessary, lead and command effectively in emergency situations
- Work safely without presenting a direct threat to self or others
- Basic computer skills such as emailing, word processing and EMS applications

#### Required Licensure:

Valid Missouri EMT license or greater, e.g., Emergency Medical Technician-Paramedic, Registered Nurse, etc.

#### Desired Training and Education

A combination of experience and education that meet the desired training and experience may be substituted for the following:

- Experience with and familiarity of emergency services operations
- Successful completion of courses in emergency services operations and/or EMS, fire prevention, and first aid, including Firefighter I
- Experience as a firefighter, first responder and EMT
- Spanish bilingualism

#### Confidentiality:

Regularly works with data, processes, or confidential information where disclosure is a serious breach of trust and potential violation of law.

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#### Working Conditions:

At times, this position requires disagreeable working conditions that include exposure to any number of elements (individuals with injuries, illnesses, contagious diseases, toxic chemicals, hazardous substances, excessive heat, cold, noise, inclement weather as well as occupational hazards such as exposure to smoke, fire, and explosions; etc.), with several continuously present to the extent of being objectionable.

#### Mental and Visual Demands:

The position requires intense and exacting mental and visual attention, involving the performance of complex work. The position requires continuous attention to detail.

#### Physical Requirements:

- Lift, move, position, and climb ladders, e.g., to gain access to upper building levels
- Climb through rafters, on roofs, and through confined spaces
- Open and close valves
- Advance with a large-diameter hose while discharging water
- Carry heavy loads up and down stairs
- Lift and move patients with and without stretchers
- Hear and respond to visual and auditory alarms, e.g., traffic sounds, sounds of impending building collapse, alarms, sirens, calls for assistance, and other audible signs of alarm or warning in emergency situations
- Communicate effectively via two-way radio, e.g., with dispatch
- Grasp and safely operate or use tools such as an axe, pry tools, pike pole, rope, chainsaw, shovel, hydraulic or pneumatic rescue equipment, gas detectors, thermal image cameras, etc.
- Wear personal protective equipment (PPE) such as gloves, goggles, face masks, gowns, etc. and some PPE weighing approximately 70 pounds in high humidity (up to 100 percent) situations that significantly impairs body cooling; in environments with extreme temperature fluctuations (400+ degrees Fahrenheit); and requiring a tight fitting respirator, i.e., self-contained breathing apparatus (SCBA) for respiratory ventilation
- Operate medical equipment such as a stethoscope, oxygen delivery system, blood pressure cuff, airways, automated external defibrillators (AEDs), etc.

#### Additional Requirements:

- Ability to respond to incidents within 15 minutes when available for duty
- Excellent attendance and active participation
- This position may use personal or District vehicles on District business; therefore, if a Firefighter uses personal or District vehicles, the individual must be physically capable of operating the vehicle safely, possess a valid driver's license, and have an acceptable driving record.
- Use of a personal vehicle for District business will be prohibited if the employee does not have personal insurance coverage.

*Note: This Job Description will be reviewed from time to time and adjusted, if necessary.*