

 **City of Pendleton**

 **Job Description**

 **Firefighter/Paramedic**

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| --- | --- |
| **Department**: Fire & Ambulance  | **FLSA**: Non-exempt |
| **Reports to**:   | **Representation**: IAFF |
| **Pay Range**: FF-P 3  | **Date**: January, 2013 |

**GENERAL POSITION SUMMARY:** *(why does this position exist)*

Under general supervision, performs a variety of duties in response to fire and other emergency calls for the protection of life, property and environment; to render emergency medical response and advanced life support activity; to maintain and operate a variety of firefighting, emergency medical, and fire station equipment; to participate in fire prevention, public education, disaster preparedness, and training activities and to perform a variety of related duties relative to assigned areas of responsibility.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *List those tasks that must be done to accomplish the job purpose. In order of importance or time spent on the task, please describe the various duties of the job which are critical to the successful performance of the job* ***or*** *occupy more than 5% of the time. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Think in terms of WHAT needs done, not HOW it is done. Avoid describing procedures. Describe in such a way as to be clear to someone outside the profession.*

1. Perform a variety of duties involved in response to fire and other emergency situations for the protection of life, property and environment.
2. **Fire Suppression** Respond to fire and emergency alarms; perform all phases of fire suppression work including ventilation, overhaul, salvage and clean-up activities at fire scene; place fire hoses; set ladders; operate fire streams, ventilate and enter burning structures to extinguish fires and rescue victims; operate pneumatic and auxiliary equipment such as generators or pumps; operate rope systems, technical rescue and hazmat equipment.
3. **Emergency Medical Response** Provide emergency medical care and advanced life support at emergency and accident scenes which may include defibrillation, establishing and maintaining airways, pulmonary ventilation, intubation, inserting IVs, splinting fractures, treating burns and emergency surgical procedures; performing CPR and administering medication; inform physicians of patient conditions.
4. **Leadership** Assume responsibility for an Emergency Medical Services scene in the absence of higher-level staff; provide direction and supervision to other employees at an emergency medical scene; direct patient care and transport.
5. **Record Keeping** Using proper documentation, completes all required reports and records in a neat, accurate and timely fashion, including:
	1. **Medical** Obtain medical data including patient identification, medical history, type of accident or nature of illness, rescue measures preceding emergency care, care given at the scene and during transport and changes in diagnostic signs.
	2. **Fire** Prepare, submit and maintain reports on fire suppression activities, incidents and accidents, emergency medical service provision and other related information; prepare clear and concise reports as required.
6. **Station maintenance** Clean and maintain station living quarters in an orderly condition; operate, inspect and maintain emergency apparatus, fire engine and other fire equipment; perform minor repairs inside and outside of facilities.
7. **Equipment Operation & Maintenance** Operate, inspect and maintain emergency response equipment and vehicles; perform minor repairs on equipment and vehicles or report deficiencies to proper staff for other disposition; order necessary supplies; clean and maintain patient care compartment of emergency vehicles. Participate in testing a variety of department equipment including pumping apparatus, ladders, hose, protective clothing and breathing apparatus.
8. **Training & Education** Conduct and participate in drills and training exercises; develop skills in fire suppression, medical aid, apparatus operation and other related areas; conduct emergency medical classes. Stay abreast of new innovations relative to fire suppression and emergency medical services. Participate in fire prevention, public education, disaster preparedness, and training activities.
9. Follow all safety rules and procedures established for work areas.
10. Perform related duties and responsibilities as required.

**IMPORTANT FUNCTIONS:** *(list those tasks that may be done, but are not essential to fulfill the job purpose; any ancillary job tasks)*

1. Maintains job knowledge, skills and abilities through staying current in new innovations, continuing education and physical fitness.
2. Learns district geography to efficiently locate scenes; uses correct procedures and techniques; models and follows procedures and guidelines;
3. Other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** *If the position is in a series (i.e. Office Specialist 1, 2, 3), describe what separates this job from the others in the series.*

Choose an item.

This position is distinguished from the lieutenant position by the absence of the duties of an officer, including certain command and staff assignment responsibilities.

**JOB SPECIFICATIONS:** *(Education and experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)*

1**. Education & Experience**

1. High School Diploma (or GED) is required.
2. Associate Degreein Fire Technology is preferred, but not required for the position; and
3. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

[x]  12 months or less

[ ]  1 – 3 years

[ ]  3 – 5 years

[ ]  5 – 8 years

[ ]  Other

Describe experience: One year of increasingly responsible firefighting and/or emergency medical response experience.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. [x]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.
3. Must be 21 years or older.
4. Possession of a valid EMT-Paramedic certificate. *If not an Oregon certificate, must meet requirements for Oregon reciprocity.*
5. Possession of a valid Advanced Cardiac Life Support certificate

**3. Necessary Knowledge, Skills and Abilities:** *Note any specific knowledge, skills or abilities needed for this position. Add or delete from the sample list below.*

1. Knowledge of methods, techniques, materials and equipment related to all aspects of firefighting.
2. Knowledge of methods, techniques, materials and equipment related to all aspects of emergency medical response.
3. Knowledge of and ability to use tools and equipment used in hazardous material response.
4. Ability to perform paramedic level medical care.
5. Knowledge of City policies, procedures, regulations, and codes related to Fire and Ambulance Department duties.
6. Knowledge of safety standards, practices and procedures applicable to area of assignment.
7. Ability to operate computers proficiently.
8. Ability to read and understand medical terminology.
9. Ability to coordinate a complex fire, accident or other emergency scene.
10. Ability to evaluate and analyze emergency situations to determine and implement appropriate response.
11. Ability to respond to emergencies on a 24 hour basis.
12. Ability to manage projects and oversee the work of reserves.
13. Ability to work independently in the absence of direct supervision.
14. Ability to understand, analyze and interpret technical directions.
15. Ability to maintain regular and predictable attendance to serve customers, interact with co-workers and supervisor, attend meetings, training, etc.
16. Ability to establish and maintain effective working relationships.
17. Ability to communicate effectively in English, both orally and in writing.
18. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
19. Ability to work as a team member.
20. Ability to perform the essential functions of the job.

4. **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[ ]  Internet and/or social media

[ ]  Presentation or desktop publishing software

[ ]  Specialized or custom software

1. Variety of hand tools as well as power tools such as drills, saws, etc. and various electronic test instruments used in performing medical evaluation and treatment, firefighting and emergency rescue.
2. A variety of emergency response equipment, including ambulances, engines, pumper trucks, ladder trucks, brush trucks, etc.

5. **Supervision:**

1. This position does not supervise other staff.
2. This position may provide lead worker direction occasionally for an assigned crew, consisting of full-time and/or Reserve Firefighters and other temporary and/or seasonal employees, as may be necessary in achieving the established Goals and Objectives of the department.
3. This position reports to a company officer (Captain and/or Lieutenant), in accordance with the established organizational chain-of-command. Supervision received is (Choose one):

[x]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

 [ ]  General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

 [ ]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

6. **Communications**:

1. Communications are: (*Choose one*)

[x]  Primarily with other City staff and/or customers.

[ ]  Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

[ ]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

[x]  Complex

[ ]  Controversial

[x]  Confidential

[x]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

7. **Cognitive Functions**: *Check the one that most closely aligns to position:*

[ ]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

[ ]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

[x]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

[ ]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

1. **Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

[ ]  Most situations are resolved using standard procedures and established guidelines.

[ ]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[x]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[ ]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.Work Environment*:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Work is performed both indoors and out and requires travel to emergency scenes and/or firefighting incidents.
2. Strength Rating (see attached definitions) is: Very Heavy .
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

[x]  Office environment / no specific or unusual physical or environmental demands.

[x]  Work on and around heavy equipment \_\_\_\_%

[x]  Exposure to toxic elements/hazardous chemicals \_\_\_\_%

[x]  Work at heights in excess of 20 feet \_\_\_%

[x]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

[x]  Exposure to weather or temperature extremes \_\_\_%

[ ]  Isolation \_\_\_\_%

[x]  Exposure to light or noise extremes \_\_\_\_%

[x]  Regular travel outside the City \_\_\_\_%

[x]  Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

[x]  Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

[x]  Other (describe) Exposure to bloodborne pathogens. Requires wearing appropriate personal protective equipment including goggles, face protector, turn-outs, safety shoes and self-contained breathing apparatus

1. General hours of work are 24 hour shifts of varying days of the week. Variations include (check all that apply):

[x]  Frequent or regular overtime

[x]  Subject to emergency call out

[x]  Split or Night shifts

**Mobility:** Incumbents require mobility to walk, stand, run, climb, crawl, reach, and bend for prolonged periods at heights above the ground and below ground and in unlit areas wearing gear weighing in excess of fifty pounds; lift, push and pull heavy objects; drive and operate fire suppression and emergency medical equipment and apparatus.

**Vision:** Normal or corrected vision sufficient to read small print, computer screens and other printed documents.

**Hearing:** Hearing sufficient to distinguish sounds such as disabled persons, children, or other injured in emergency situations and communicate via radio transmission.

**Other Factors:** Incumbents may be required to work extended hours including evenings, weekends and holidays. Incumbents may be subjected to communicable diseases, blood borne pathogens, or other infectious environments. The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move up to 160 pounds.

10. **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[x]  Not applicable [ ]  Input [ ]  Prepare [ ]  Forecast [ ]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of assets (choose one):

[x]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

[ ]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[ ]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted: 1/31/13

Adopted:

Revised: March, 2020

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Employee Acknowledge/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.