

Alton Fire & Rescue Department

Standard Operating Guidelines (SOG)

SOG 1.1.3.8 Personnel Job Descriptions – EMT-Paramedic

Protects life and property by performing emergency medical aid, hazardous materials, and fire prevention duties. Maintains fire and medical equipment, apparatus, and facilities.

Personnel are hired through the established hiring process and recommended to the Town Administrator for final approval by the Board of Selectmen. Personnel have the responsibility for the protection of life and property from the hazards of fire or other emergent situations.

SUPERVISION RECEIVED:

Works under the close supervision of an officer.

SUPERVISION EXERCISED

May supervise medical licensees holding a lesser license in the performance of medical care.

ESSENTIAL DUTIES AND LIMITED EMERGENCY RESPONSE DUTIES AS TRAINING PERMITS

Performs emergency medical aid activities including administering first aid and providing other assistance as required.

Performs firefighting activities including, laying hose, and performing fire combat, containment and extinguishment tasks if trained for this task.

Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris if trained for this task.

Responds to fire alarms and extinguishes or controls fires as a member of a team under the supervision of an officer if trained for this task.

Selects, drags, lifts and carries hose and nozzle depending on the type of fire, and correctly applies a stream of water or chemicals onto the fire if trained for this task.

Positions and climbs ladders to gain access to upper levels of buildings or assist individuals from burning structure if trained for this task.

Creates openings in buildings for ventilation or entrance using appropriate and available manual and power tools if trained for this task.

Protects property from smoke and water damage using positive pressure ventilation, salvage covers and smoke ejectors if trained for this task.

Wears appropriate protective clothing and equipment, including self-contained breathing apparatus if trained for this task.

Able to communicate with two-way communications systems.

PERIPHERAL STAFF DUTIES

Participates in fire drills, attends classes in firefighting, emergency medical care, hazardous materials, and related subjects.

Attends regular and assigned training sessions to maintain and upgrade firefighting and/or medical skills.

Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs if trained for this task.

Maintains fire equipment, apparatus and facilities if trained for this task.

Performs minor repairs to departmental equipment if trained for this task.

Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment if trained for this task.

Presents programs to the community on safety, medical care and fire prevention topics if trained for this task.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent with no specialized training.
- (B) Training as a EMS Paramedic.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of driver safety; working knowledge of first aid;

- (B) Ability to successfully learn the operation of the listed tools and equipment; Ability to learn to apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques; Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke; Ability to act effectively in emergency and stressful situations; Ability to follow verbal and written instructions; Ability to communicate effectively orally and in writing; Ability to establish effective working relationships with employees, other agencies, and the general public; Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

- (A) Must be eighteen (18) years of age or older at time of hire.
- (B) Must possess a National Registry EMS Paramedic license.
- (C) Must be eligible for enrollment in participating hospitals
- (D) Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state;
- (E) No felony convictions or disqualifying criminal histories within the past seven years;
- (F) Ability to read and write the English language; and
- (G) Ability to meet Departmental physical standards.

TOOLS AND EQUIPMENT USED

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to or in excess of 100 pounds. Specific vision abilities required by this

job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; drug screening; final selection and pre-employment medical examination. NOTE: Appointees will be subject to completion of a standard probationary period.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

DATE: Approved October 20, 2008