

Sterling Fire Department

FIREFIGHTER / PARAMEDIC

Full-Time Position

Job Title: Firefighter / Paramedic	Hours per week: 44	FLSA Status: Contractual
Reports To: Fire Chief	Department: Fire	Grade: 7A
Created Date: 11/2002	Revised Date: None	Approved Date:
Created By: David Hurlbut	Revised By:	Approved By:

Statement of Duties

Provides emergency services that protect life, property and the environment, including fire protection, rescue, emergency medical care, hazardous materials incident control and disaster response. Responsible for equipment and apparatus maintenance and performs tasks to ensure that equipment and other emergency response resources are working safely and properly and are maintained in a continual state of readiness to meet all emergency situations. Provides administrative support of department business and financial operations, primarily for emergency medical services. Assists with fire code enforcement, EMS and fire safety programming. Assists with EMS and fire department training programs. All other related work as required.

Supervision

Works under the general direction of the Fire Chief. Emergency medical service duties are coordinated through the EMS Deputy Chief. Fire prevention duties are assigned and coordinated by the Senior Firefighter/EMT or Fire Prevention Supervisor. Duties require independent judgment, initiative, and the ability to follow through without direct supervision.

At emergency incidents, works within the Incident Command System and may serve as Incident Commander, Sector officer or other Fire or EMS related position when ordered or in the absence of a superior officer.

Job Environment

Some work is performed under typical office and workshop conditions. Some work is performed teaching fire safety programs to school students and coordinating CPR and First Aid training to department members and the general public. Some work is performed in commercial, industrial and residential buildings during fire safety inspections required by the Massachusetts Fire Code. Some work is performed under typical emergency conditions, consisting primarily of operations at fires, accidents, medical emergencies, and hazard emergencies. Some work is performed under poor weather conditions and during nighttime. Emergency work may involve considerable personal discomfort and danger, including exposure to fire, toxic substances, blood borne pathogens and other hazardous environments.

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Firefighting, emergency medical care and rescue tasks often involve extreme physical exertion such as lifting heavy objects or persons, some while wearing full protective clothing and SCBA. High noise levels often make communication difficult. Work is often performed in darkened conditions.

The Firefighter/Paramedic is frequently required to respond to emergency calls outside normal business hours and may occasionally be contacted at home to respond to investigate potentially dangerous situations.

They operate personal computers, utilizing standard office software, fire and EMS service computer system software and standard office equipment.

The Firefighter/Paramedic makes periodic contact with their supervisor for the purpose of reviewing responsibilities and progress on assigned projects. They make frequent contact with Town officials, vendors, business and home owners, contractors, and personnel in other fire and EMS systems regarding work being performed. Some contacts require technical expertise, teaching skills, persuasiveness, discretion and tact. Other contacts are with co-workers for the purpose of exchanging information about the work at hand and completing tasks at a fire scene or other emergency. They make regular contact with the general public when teaching and performing inspections and with victims of fires, accidents, medical and other emergencies. Contacts are; in writing, in person, in personal meetings and training programs and by telephone, E-Mail and radio communications.

Errors in judgment, performance of duties, and use of equipment could reduce Department effectiveness, seriously endanger life and property, cause monetary loss, lead to delayed and insufficient response of required resources to emergencies, and result in direct financial and legal repercussions for the Town.

Has access to extensive confidential information, such as personnel records, criminal investigations, and records, lawsuits, and personal information about citizens.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be 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.

Responds to fires, accidents, medical emergencies, hazardous conditions, and other emergencies providing assistance that protects life and property. Examples of tasks include: fire suppression using hoses, nozzles, ladders, self-contained breathing apparatus (SCBA), and other specialized equipment; search and rescue of trapped victims; victim extrication at accident scenes; ventilation of fire buildings; advanced emergency medical care; isolation and control of hazardous materials accidents; and related duties as required.

Operates power, electrical and other firefighting and rescue equipment including hydraulic and air operated rescue tools, power saws, positive pressure fans, generators, portable pumps, forcible entry tools, self-contained breathing apparatus (SCBA) and other fire department equipment.

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Operates EMS equipment including twelve-lead EKG and defibrillator, portable and on board suction units, portable and on board oxygen devices, splinting devices, stretcher, CMED radios and other equipment necessary for patient care and transport.

Drives and operates department ambulance(s), heavy fire apparatus, including pumpers, aerial ladder, and rescue truck.

Provides emergency medical care at the Emergency Medical Technician – Paramedic level.

Has access to confidential patient information and must maintain confidentiality in accordance with Massachusetts EMS regulations.

Maintains EMS certifications in accordance with Massachusetts Department of Public Health regulations.

Detects and preserves evidence of fire origin and cause and assists in the investigation of fires.

Evaluates hazardous materials incidents to identify potential dangers, initiate control measures, and determine if further action is required

Coordinates and performs maintenance and repair of fire and EMS apparatus and equipment and ensures that it is ready for response to any emergency at all times.

Performs business management and administrative support tasks including preparation and management of financial and other records, file and records maintenance, report writing, data analysis and related tasks.

Assists members of the public who visit or call the station with fire department and EMS business matters.

Assists in conducting public safety programs for the general public and school students.

Inspects and approves buildings, equipment and fire safety measures regulated by the Massachusetts Fire Code (527 CMR).

Coordinates and develops E.M.T. training programs and assists with the delivery of fire department training programs.

Attends training and professional development programs, both in and outside of the Department, to maintain and increase skills and knowledge.

Performs other similar or related work as required or as the situation dictates.

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Recommended Minimum Qualifications

Education and Experience

High School Diploma or GED equivalent
Minimum of one-year experience as a call or full-time Firefighter/Paramedic
Firefighter I/II certification by Massachusetts Fire Training Council
Massachusetts Certified Emergency Medical Technician – Paramedic
Healthcare Provider CPR certification and ACLS required

Special Requirements

Completion of Hazardous Materials – Operational Level
Commercial Massachusetts Motor Vehicle Operator’s License – Class B
Fire Inspector I certification by Massachusetts Fire Training Council desirable
Must be a non-smoker on and off duty
Residency preferred
Satisfactory completion of medical and physical fitness test administered by Human Resource Division

Knowledge, Ability and Skill

Knowledge: Thorough knowledge of the principles and practices of firefighting, rescue, advanced emergency medical care, hazardous materials accident control and related emergency services. Working knowledge of firefighter safety and survival practices, including occupational hazards and safety precautions used in the operation of apparatus and equipment. Working knowledge of state fire safety laws and regulations, relevant building regulations, and fire protection standards. Working knowledge of equipment and apparatus repair and maintenance. Working knowledge of personal computers and basic office operations.

Ability: Ability to interact in a positive and effective manner with employees and the general public. Ability to speak and write clearly and accurately. Ability to execute oral and written instructions in a precise manner. Ability to command and control emergency situations under emergency conditions. Ability to determine origin and cause of fires and to initiate steps to preserve relevant evidence. Ability to perform mathematical calculations and to interpret the results. Ability to organize tasks in a manner that achieves maximum results. Ability to operate personal computers using the internet, word processing, spreadsheet and fire and EMS service computer programs. Ability to perform prolonged physical labor under hazardous, stressful and adverse emergency conditions. Ability to perform preventive maintenance on equipment and apparatus. Ability to handle multiple tasks simultaneously and to judge priority based on immediate importance. Ability to identify with problems and needs of the victims of emergencies and address them in a timely and effective manner.

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Skill: Excellent employee relations and public relations skills. Skills in decision-making utilizing independent judgement and common sense. Good motor operating skills and skills in use of tools and equipment. Demonstrated skill in firefighting, rescue, emergency medical care and other emergency procedures Skill in making sound and articulate written and oral presentations.

PHYSICAL AND MENTAL REQUIRMENTS

Minimal physical effort generally required for work performed in the office and at the fire station. Moderate to heavy physical effort for prolonged periods of time required in connection with fire, rescue, emergency medical and related emergency services. Physical demands may require occasionally lifting of objects up to 80¹ pounds or more and dragging objects up to 125² pounds or more. Physical agility is required to access all areas of a fire or emergency scene. Incidents frequently involve a great deal of standing, walking, crouching, crawling, ladder climbing, sitting and talking or hearing. Use of the hand is required to finger, handle or feel objects, tools or controls. Use of hands and arms is required for reaching. Also required is bending, climbing and working in lit and unlit areas. Must be able to hear normal sounds, distinguish sound as voice patterns and communicate orally. Specific vision requirements include close vision and the ability to adjust and focus. Performance of duties and use of equipment is often conducted in hazardous conditions, and the Firefighter/EMT must be watchful at all times for potential safety hazards to himself and other fire personnel. Must be able to work in confined areas with little or no visibility while wearing protective clothing and SCBA weighing 50 pounds or more and breathing compressed air. Must be able to work at elevated heights from ladders and structures. Must be able to remain calm under pressure.

This 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.
EQUAL EMPLOYMENT OPPORTUNITY POLICY

The policy of the town of Sterling is to provide equal employment opportunity to all candidates for employment or appointment and administer working conditions, benefits, privileges of employment, training, advancement, upgrading, promotion, transfers and terminations of employment for all employees without regard to race, color, veteran status, religion, national origin, sex or age, physical and/or mental handicap or sexual preference.

¹ Pike Pole event of the Massachusetts Fire Fighter Physical Abilities Test.

² Rescue event of the Massachusetts Fire Fighters Physical Abilities Test.