

*Job Descriptions*

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**SUMMARY**

Performs firefighting, fire prevention, and emergency medical services duties including combating, extinguishing, and preventing fires and applying skills and knowledge in the saving of life and property. Drives and operates District vehicles and apparatus. Maintains facilities and equipment and performs other duties as assigned. Ability to communicate effectively both verbally and in writing; understand and follow oral and written instructions; make good judgments, issue appropriate orders and act appropriately and calmly in emergency situations; perform strenuous activities under hazardous and dangerous circumstances; establish and maintain effective working relationships with other employees, volunteers and the general public; instruct others in areas of expertise; prepare complete, accurate reports using English grammar, spelling, and mathematics.

**SUPERVISION RECEIVED**

Work performed under direct supervision of the Fire Chief and the EMS Coordinator.

**SUPERVISION EXERCISED**

Supervision may be provided to PARAMEDIC and personnel as assigned at emergency incidents of training, or recruits at fire scenes, emergency medical calls, and drills.

**ESSENTIAL JOB FUNCTIONS**

An employee in this classification shall perform the essential functions as outlined below. However, these functions do not include all of the specific essential functions that an employee may be required to perform.

1. Provides emergency medical services as appropriate to EMS certification level, including report writing and related activities;
2. Responds to emergencies involving hazardous materials;
3. Performs fire suppression activities: carries, raises, and take down ground ladders; lays, charges, and operates a hose; collects, folds, and re-loads hose on engines; carries and throws tarps; operates portable pumps, saws, other tools; breeches walls to ventilate smoke/gases; moves or removes furniture and obstacles;
4. Climbs stairs and ladders carrying equipment such as forcible entry tools, protective gear, and uncharged hose lines with nozzles;
5. Searches premises and rescues (and removes) victims by carrying them down stairs or ladders; administers first aid to victims;
6. Sizes up a motor vehicle accident scene; operates extrication tools such as hydraulic jaws, ram, and cutters; dismantles vehicles to safely extricate victims;
7. Drives and operates designated and/or assigned district apparatus to emergency and non-emergency incidents in a safe and effective manner;
8. Restores district apparatus to an "in service" condition upon returning from an emergency incident or training exercise;
9. 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;
10. Performs equipment checks; performs necessary testing and maintenance of fire hydrants, fire hose, fire apparatus and other departmental equipment as directed;
11. Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment as directed;
12. Provides instruction to other firefighters, volunteers and public on subjects relating to firefighting and emergency medical services;
13. Attends and participates in department sponsored training and required fire and EMS drills as directed;

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14. Provides fire station tours and information to visitors; assists public with questions and concerns;
15. Other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

Applicants must demonstrate experience and knowledge of: emergency medical procedures; fire suppression and fire prevention techniques, procedures and methods; driving and routine maintenance of firefighting and emergency medical equipment and apparatus; English grammar, spelling, and mathematics; safe operation of fire and emergency medical equipment and vehicles; and use of radios, pagers, a personal computer and telephone.

Local residency is not a hiring requirement, but local residents are given hiring preference because of staffing needs.

In order to qualify for employment as a Firefighter/Paramedic with Lyons Rural Fire Protection District and Ambulance Service, the applicant must possess the following:

#### **1. EDUCATION AND EXPERIENCE**

- Must be at least 19 years of age;
- Must have high school diploma or the equivalent (GED);
- Current Paramedic certificate issued by the Oregon DHS EMS with at least one year of experience;
- Must maintain state-mandated continuing education requirements;
- Possession of or ability to obtain a valid Oregon Driver license within 90 days of employment. Must have an acceptable 3 year driving record;
- A current CPR provider card, ACLS provider, PHTLS provider, and PALS provider;
- Must pass background check and drug/alcohol testing;
- NFPA Firefighter I, or equivalent;
- NFPA Driver, or equivalent;
- NFPA HazMat Operations, or equivalent;
- ICS 100, 200, 700 and 800.

#### **2. NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

- Familiarity with existing triage, treatment and patient transport protocols.
- Familiarity with standing orders provided by off-line medical director.
- Knowledge of medical terminology.
- Ability to follow both written and oral communication; ability to communicate in a written and verbal manner in English; ability to exercise appropriate safety tactics in firefighting and medical emergencies.
- In addition to basic life support (BLS) skills, must be proficient in advanced life support (ALS) skills including but not limited to IV therapy, cardiac monitoring, advanced airway control and a variety of medication therapies.
- Ability to handle high levels of personal stress and to maintain composure under a variety of adverse conditions, including verbal and physical abuse, witnessing death and critical injuries, and experiencing risk of personal harm.

#### **TOOLS & EQUIPMENT USED**

1. Simple extrication tools, all ambulance equipment, radio, vehicle, personal protective gear, personal computer;
2. All equipment listed on State of Oregon's required equipment list for paramedics, including, but not limited to, defibrillators, medical suction equipment, cardiac monitors, intubation equipment, IV, and medication administration equipment;
3. Firefighting equipment such as fire hose, ladders, fans, generators, power saws, protective clothing, breathing apparatus, etc.

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#### **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.

1. While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
2. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
3. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
4. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 120 pounds.
5. All personnel are required to be able to assist in a two person lift of a patient of up to 200 pounds. Personnel are also required to be able to carry or move other heavy objects such as medical and rescue equipment.
6. Firefighter personnel wear a respirator (SCBA) in order to safely perform firefighting operations or rescues in conditions where smoke or gases may be present; duties may require a firefighter to wear a SCBA 30 minutes to several hours at one time;
7. Personnel are required to wear and use full protective clothing and self-contained breathing apparatus weighing approximately 35 pounds, while carrying or dragging fire hose, climbing ladders, lifting patients, handling various fire equipment which would require the employee to be able to move up to 200 pounds.
8. Due to the mountainous terrain of our service area, personnel are frequently required to walk or hike for long distances over uneven and steep terrain in order to access patients. They are required to be capable of performing this function as well as being able to assist in the carrying of patients under the same conditions.
9. Being able to lift and carry patients who are secured to backboards, KED's, gurneys and Stokes litters is also required.
10. Personnel are required to be able to drive/ sit in the passenger seat or patient compartment for extended periods including, but not limited to, 2 or more hours over mountain roads.
1. Possess no physical or mental conditions which may adversely impact ability to perform the essential job functions of an EMT Paramedic or firefighter, as per Oregon Health Authority Requirements.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **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. While performing the duties of this job, the employee regularly works in outside weather conditions, including temperature extremes, during day and night shifts.
2. Work is often performed in emergency and stressful situations. Individuals are 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.
3. 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.
4. The noise level in the work environment is usually moderate, except during certain firefighting or EMT Paramedic activities when noise levels may be loud.

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**WAGE AND HOUR CONTROL**

The Entry Level Firefighter/Paramedic pay scale will be as addressed in the Lyons Rural Fire Protection District Pay Schedule Policy.

**FREQUENCY DEFINITIONS**

The following frequency definitions are to be used in completing the Physical Environment and the Non-Physical Environment sections of this form:

C = constantly (2/3 or more of the time)  
 O = occasionally (up to 1/3 of the time)

F = frequently (from 1/3 to 2/3 of the time)  
 R = rarely (less than one hour per week)

**PHYSICAL ENVIRONMENT**  
 Descriptive examples of physical demands (please use the letter corresponding to the appropriate frequency):  
 Physical Demand Frequency

Lifting: 250-300 lbs. (with a partner)	<b>F</b>	Patients from ground, bed, cars
Sitting	<b>F</b>	Office work, driving
Standing	<b>F</b>	On scene, sometimes extended standby times
Walking, on normal, flat surfaces	<b>F</b>	Moving patients with stretcher
Walking, on uneven surfaces	<b>C</b>	Moving patients from ditches, plowed fields, piers, etc
Walking, on slippery surfaces	<b>F</b>	Muddy fields
Driving	<b>C</b>	Emergency and Non-emergency
Bending (from waist), Pulling, Carrying,	<b>F</b>	Treating and rescuing patients
Crouching/Squatting, Kneeling, Reaching,	<b>F</b>	Treating and rescuing patients
Repetitive Motion	<b>F</b>	Treating and rescuing patients
Crawling, Twisting, Balancing, Pushing	<b>O</b>	Treating and rescuing patients
Handling (seizing, holding, grasping):	<b>C</b>	Treating and rescuing patients
Feet (foot pedals):	<b>F</b>	Driving
Fingering (fine dexterity, picking, pinching):	<b>C</b>	Treating and rescuing patients
Wrist Motions (repetitive flexion/rotation)	<b>C</b>	Treating and rescuing patients
Throwing	<b>R</b>	Treating and rescuing patients

**NON-PHYSICAL ENVIRONMENT**

Descriptive examples of non-physical demands (please use the letter corresponding to the appropriate frequency):

Non-Physical Demand Frequency

Time Pressures (e.g., meeting deadlines)	<b>C</b>
Performing Multiple Tasks Simultaneously	<b>C</b>
Deals With Difficult People	<b>C</b>
Periods of Idle time, Interspersed with Emergencies Requiring Intense Concentration	<b>C</b>
Emergency Situations	<b>C</b>
Works Closely with Others as Part of a Team	<b>C</b>
Tedious, Exacting Work	<b>C</b>
Frequent Change of Tasks	<b>C</b>
Danger/Physical Abuse	<b>F</b>
Noisy/Distracting Environment	<b>F</b>
Irregular Schedule/Overtime	<b>F</b>
Works Alone	<b>F</b>