

Job Descriptions

SUMMARY

Performs firefighting, fire prevention, and emergency medical services duties. Drives and operates District vehicles and apparatus. Assists Facility Manager and Equipment Manager with maintenance of facility and equipment as requested. Assists Battalion Chief and EMS Coordinator with administrative or other duties as requested. Prepares complete and accurate reports. Carries out assigned responsibilities in accordance with applicable policies, statutes, and contracts as per the State of Oregon and the Board of Directors.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

Supervision may be exercised as assigned depending on the nature of the emergency. Supervises EMTs during medical emergencies. Supervision is not a routine function of this position during fire related emergencies.

ESSENTIAL JOB FUNCTIONS

An employee in this classification shall perform the essential functions as outlined below. This list does not include all the specific essential functions that an employee may be required to perform.

1. Provides emergency medical services as appropriate to EMS license/certification level, including report writing and related activities;
2. Responds to emergencies involving hazardous materials;
3. Observes patient en-route and administers care as directed by physician or emergency department or according to published protocol;
4. Performs diagnostic and medical procedures such as intravenous cannulation, endotracheal intubation, recognition of cardiac arrhythmias, and administration of drugs;
5. Performs fire suppression activities and operates related tools; operates additional vehicle extrication tools;
6. Climbs stairs and ladders carrying equipment and wearing protective gear;
7. Searches premises, rescues, and removes victims by carrying them downstairs or ladders; administers first aid to victims;
8. Drives and operates designated and/or assigned district apparatus to emergency and non-emergency incidents in a safe and effective manner;
9. Restores district apparatus to an "in service" condition upon returning from an emergency incident or training exercise;
10. Assists Facilities Manager and Equipment Manager in performing 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;
11. Assists Battalion Chief and EMS Coordinator with administrative or other duties as assigned;
12. Attends and participates in department sponsored training and required fire and EMS drills as directed;
13. Promotes and maintains a positive safety attitude;
14. Other duties as assigned.

MINIMUM QUALIFICATIONS

Local residency is not a hiring requirement, but local residents are given hiring preference. To qualify for employment as an Entry Level Firefighter/Paramedic, 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);
- Possession of or ability to obtain a valid Oregon Driver license within 90 days of employment. Must have an acceptable 3-year driving record;
- Must pass background check and drug/alcohol testing;

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- Current Paramedic certificate issued by the Oregon DHS EMS with at least one year of experience;
- Current ACLS provider, PHTLS provider, and PALS provider;
- NFPA Firefighter I, or equivalent;
- ICS 100, 200, 700;
- Must maintain state and District mandated continuing education requirements, which includes drill attendance.

2. NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Current Driver, CPR, DPSST First Responder (Hazardous Materials Operations), and Bloodborne Pathogens Awareness;
- Ability to follow both written and oral communication; ability to communicate in a written and verbal manner in English; knowledge of medical terminology;
- Knowledge of business writing, including the ability to spell and apply correct grammar;
- Familiar with current firefighting and emergency medical techniques, including basic life support skills (BLS) and advanced life support skills (ALS). Examples of advanced life support skills include IV therapy, cardiac monitoring, advanced airway control, and a variety of medication therapies;
- Familiarity with existing triage, treatment, and patient transport protocols;
- Familiarity with standing orders provided by off-line medical director;
- 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;
- Encourages cooperation within the department.

TOOLS & EQUIPMENT USED

1. Simple extrication tools, all ambulance equipment, radio, vehicle, personal protective gear;
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.;
4. Office equipment related to administrative tasks appropriate to an Entry Level Firefighter/Paramedic, such as multi-line phones, print/copy/fax machine, computer.

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.

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6. Firefighter personnel wear a respirator (SCBA) 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 100lbs.
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 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 litter 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.

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.

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.

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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)

F = frequently (from 1/3 to 2/3 of the time)

O = occasionally (up to 1/3 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)	F	Patients from ground, bed, cars
Sitting	F	Office work, driving
Standing	F	On scene, sometimes extended standby times
Walking, on normal, flat surfaces	F	Moving patients with stretcher
Walking, on uneven surfaces	C	Moving patients from ditches, plowed fields, piers, etc
Walking, on slippery surfaces	F	Muddy fields
Driving	C	Emergency and Non-emergency
Bending (from waist), Pulling, Carrying,	F	Treating and rescuing patients
Crouching/Squatting, Kneeling, Reaching,	F	Treating and rescuing patients
Repetitive Motion	F	Treating and rescuing patients
Crawling, Twisting, Balancing, Pushing	O	Treating and rescuing patients
Handling (seizing, holding, grasping):	C	Treating and rescuing patients
Feet (foot pedals):	F	Driving
Fingering (fine dexterity, picking, pinching):	C	Treating and rescuing patients
Wrist Motions (repetitive flexion/rotation	C	Treating and rescuing patients
Throwing	R	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)	C	
Performing Multiple Tasks Simultaneously	C	
Deals With Difficult People	C	
Periods of Idle time, Interspersed with Emergencies Requiring Intense Concentration	C	
Emergency Situations	C	
Works Closely with Others as Part of a Team	C	
Tedious, Exacting Work	C	
Frequent Change of Tasks	C	
Danger/Physical Abuse	F	
Noisy/Distracting Environment	F	
Irregular Schedule/Overtime	F	
Works Alone	F	