

(October 26, 2009)

Job Description

FIREFIGHTER/PARAMEDIC

Reports to: Fire Lieutenant or Captain (Shift Officer)

**PRINCIPAL PURPOSE OF JOB:** Controls and extinguishes fires and engages in search and rescue for the preservation of life and property. Responds to all medical emergencies and administers life saving measures as defined by the State Department of Health and Human Services and Regional Emergency Medical protocol for a certified paramedic in Advance Life Support (ALS). Maintains apparatus, quarters, buildings, equipment and grounds as needed.

**LEVEL OF AUTHORITY:** Performs assigned responsibilities in accordance with established protocols and procedures, with close to moderate supervision, depending on experience and the task performed. In emergency situations performs duties where quick and sound decisions must be made, and where incorrect decision or action could result in serious risk of physical harm to self and co-workers, harm to other individuals, costly damage to equipment, increased property loss, or detrimental public view of the department.

**WORK ENVIRONMENT:** Work is performed in widely diverse environments depending on situational demands. Daily assignment is on 24-hour residential status at station house. When driving emergency fire or medical vehicles in response to calls, must navigate all kinds of road conditions at a steady speed and reacting quickly to other drivers' response to the emergency vehicle and siren. At site of medical emergency, depending on the type of emergency, hazards potentially encountered include possible explosion of automobile or gasoline spill, broken glass, traffic passing scene of accident, difficult and dark terrain, guard dogs, needle sticks and exposure to contagious and infectious disease, including hepatitis and HIV, requiring strict adherence to protocols for infection control. At site of fire emergency, must perform strenuous and life-threatening work in a noisy, hot, smoky and extremely dangerous environment, wearing heavy and hot protective gear with self-contained breathing apparatus; working on slippery roofs; crawling in dark and smoke-filled spaces such as attics; working off aluminum ladders in heat, steam, smoke and possibility of exposed power lines; and with the potential of explosion of stored flammable gases or liquids in burning building. Depending on the site and type of fire, may be exposed to a variety of potentially deadly hazards ranging from booby traps to toxic by-products of combustion.

**ESSENTIAL JOB FUNCTIONS:** Respond to fire emergency calls as assigned and perform tasks that may include search, rescue, ventilation or suppression. Use department equipment as appropriate to extinguish fires of all types in buildings, grass, terrain, automobiles or other sites.

Respond to emergency medical care calls as assigned for assistance to sick or injured people and treat them according to Department of Public Health, Office of Emergency Medical Services, Region II

guidelines, including the use of intravenous therapy, endotracheal intubation and pharmacological therapy when indicated.

Drive and operate all department vehicles as qualified and appropriate.

Perform daily tests and upkeep tasks to keep all equipment and apparatus in state of readiness for emergencies. Perform routine equipment maintenance, such as checking fluids, hoses and air pressure, and making corrections. Design, recommend and/or perform modifications and fabrication for equipment.

Participate in pre-planning fire tactics to improve service and rescue.

Participate in training classes to maintain and upgrade knowledge, skills and certification.

Check hydrants and test available water flows on a regular schedule and as needed; maintain records, including location and types of hydrants.

Perform work in accordance with all safety policies and procedures, including the protocols for infection control.

Wash equipment and perform station maintenance such as washing windows, washing and waxing floors, cleaning kitchen utensils and equipment and doing laundry. Perform grounds maintenance such as cutting grass, collecting debris, trimming and watering.

Make public presentations, conduct tours of the station or assist in presenting training classes for other staff, volunteers, community groups or fire personnel from other districts.

Use computers to enter data and generate reports and maintain necessary manual and computer records.

Participate in off-duty rotation call-back for standby and fire calls.

**ADDITIONAL JOB FUNCTIONS:**

May perform portions of the work of higher classified positions occasionally as assigned.

**QUALIFICATIONS:**

Technical

Must have current valid emergency paramedic certification in Massachusetts state and maintain that certification.

Must possess a valid Massachusetts state driver's license.

Must be able to satisfactorily complete firefighter training.

Physical Capabilities

Physical strength and ability to perform intermittent strenuous work for extended periods of time under extremely dangerous and uncomfortable conditions, often while wearing bulky protective gear, including self-contained breathing apparatus. Strenuous work is defined as exerting force sufficient to lift and carry up to 200 pounds of body weight and occasionally as a team member, to lift and maneuver onto a gurney body weight up to 600 pounds, or as necessary lift whatever weight is required to handle the emergency or rescue. Often the lifting must be done in spaces where use of correct lifting techniques is not possible.

Physical stamina and agility sufficient to perform physical activities such as climb up and down stairs, raise and climb ladders, crawl into confined spaces, wield axes, haul hose, etc. and sustain this activity for the duration of the emergency without interruption while wearing bulky protective gear.

Hearing ability sufficient, for example, to use stethoscope to assess heart and lung sounds where ambient noise is a factor, and to communicate with team members and use portable radio while wearing self-contained breathing apparatus.

#### Other Capabilities

Excellent communications skills, for example, to calm individuals experiencing a medical emergency, handle abusive behavior, create public trust, give and receive information on the radio under emergency situations and provide informational presentations about the department.

Ability to read and interpret a variety of technical materials, including manuals and periodicals.

Ability to write clear and concise reports.

Computer skills sufficient to enter data and generate reports.

Mechanical aptitude sufficient to do basic repairs and fabrications to maintain the operation of all Fire Department equipment.

Ability to handle high level of personal stress and to maintain composure and control of self and the situation under a variety of adverse conditions, including verbal and physical abuse, witnessing death and critical injuries, and experiencing risk of personal harm. Must cope with situations firmly, courteously, tactfully and with respect for all the rights of citizens.

Ability to perform duties and maintain personal conduct, attitude and appearance that conform with strict policies, procedures and discipline within a "chain-of-command" management system.

Ability to work as a reliable team member and establish and maintain effective working relationships with co-workers and others outside the department such as hospital staff and police.

Ability to memorize and recall details such as names, faces, addresses, incidents and identification of objects.

Considerable knowledge of the geography of the Town and its buildings, street systems and special areas requiring pre-fire knowledge or special firefighting techniques.

#### Use of Tools and Equipment

Ability to operate any and all vehicles as assigned and qualified including fire engines and ambulances. Ability to use all apparatus and equipment as assigned including connect and use fire hose, ladders, bars, hooks, safety belts and rope; use power equipment including chain saw, gas-powered circular saw, portable pump, hydraulic-powered rescue tools, portable light generator and electric saws and drills. Use hand tools such as axes, shovels, pike poles, piercing nozzle, self-contained breathing apparatus (SCBA) and various small hand tools. Ability to use all equipment necessary for advanced life support in a pre-hospital setting according to protocols.

#### OTHER:

As an absolute condition of employment, employees are required upon hire are to sign an agreement not to use tobacco products in any form. MGL Chapter 40, Section 101a.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

**WAIVER AND AUTHORIZATION TO RELEASE INFORMATION**

I, \_\_\_\_\_ hereby authorize Ayer Fire Department to conduct an investigation into my background including driving record, contacts with law enforcement agencies, previous employers and credit history.

I have read and understand the minimum qualification sheet (items 1 through 4) included in the application packet.

I waive any and all claims against any company, corporation, government agency or individual pertaining to information gained as a result of this investigation.

\_\_\_\_\_

Full Name – Please Print

\_\_\_\_\_

Signature

\_\_\_\_\_

Address

\_\_\_\_\_

Date

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_

Drivers License Number

\_\_\_\_\_

Date of Birth

\_\_\_\_\_

Social Security Number

This waiver must be signed and returned prior to or on examination day.