

POSITION DESCRIPTION

Class Title: Firefighter/Paramedic
FLSA: Non-Exempt
Job Class: FD70

Org: 10470
Obj: 500110
Date: July 2017

Firefighter / EMS Provider

SUMMARY

The primary function of a Saco Firefighter is to protect the community from disaster situations, including house and building fires, providing emergency medical care including transport of the sick and injured to local hospitals and promoting an environment of public safety within the City of Saco Fire Department’s response area. This position also participates in fire prevention and inspection activities, equipment and facility maintenance, and training dealing with all phases of fire suppression, prevention, inspection, rescue and emergency medical operations. An employee in this classification performs the duties of other employees in the Saco Fire Department when so assigned.

SUPERVISION RECEIVED

Direct supervision is received from the Shift Captain and Lieutenant.

COMPETENCIES

Interpersonal Communications	Team Player
Initiative	Enthusiasm

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Duties & Responsibilities are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

1. Responds to fire alarms and extinguishes fire;
2. Responds to calls for emergency medical services, and provides emergency medical care in accordance with Maine Emergency Medical Services Protocols including transport to local hospitals;

3. Performs proficiently as an Apparatus Driver/Operator on all City of Saco Emergency Response Vehicles;
4. Responds to and renders assistance in emergency cases;
5. Cleans and inspects equipment and apparatus after returning from a fire;
6. Inspects equipment and apparatus and notifies superior officer of any defects;
7. Makes minor repairs to equipment and apparatus, performs routine preventative maintenance tasks, and keeps records of such action;
8. Keeps fire station, equipment and grounds in a clean and orderly condition;
9. Participates in training activities and instruction sessions;
10. Acquires and retains a thorough knowledge of the City, including streets, buildings, water supply, unusual hazards and related items;
11. Performs various public information or education tasks;
12. Enters inspection, training and fire and emergency medical service calls into the records management systems;
13. Performs all work duties and activities in accordance with City policies and procedures;
14. Responds to the orders and directives of incident commanders/superiors and carries out assignments per applicable practices, protocols, and guidelines
15. Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.

OTHER DUTIES

- May respond to emergency calls for specialized service such as hazardous materials, confined spaces rescue, extrication and technical rescues that include high angle, below grade, swift water, trench and collapse rescues;
- Deals with social service related areas of emergency response by assisting victims and relatives of victims of traumatic events.
- Uses computer for processing reports (Microsoft applications as well as Maine EMS Electronic Run Reporting and IMC Fire Reporting) and creating documentation.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

Graduation from a standard high school or vocational school is required. Other requirements include: certification as a Firefighter 2; NFPA Standards/Pro Board or equivalent, EMT License; Maine EMS/National Registry. EMT Paramedic License required before completion of the probationary period

Necessary Knowledge, Skills, and Abilities

- Ability to pass a pre-employment medical examination including clearance to wear respiratory protection; OSHA 1910.134
- Ability to pass a pre-employment Physical Agility Test that evaluates strength, conditioning, and endurance necessary to perform firefighting duties
- Ability to learn a wide variety of firefighting duties and methods within a reasonable working test period
- Ability to learn quickly principles and practices of firefighting and rescue
- Skill in use, operation, and care of firefighting equipment
- Ability to learn a wide variety of emergency medical techniques
- Knowledge of the street system and physical layout of the city
- Skill in operating emergency vehicles
- Ability to climb ladders and work at considerable heights
- Ability to establish and maintain effective working relationships with other employees and the general public
- Ability to understand and follow oral and written instructions
- Ability to use personal computers and other new/improved technology
- Ability to maintain composure during extremely demanding periods
- Ability to react quickly and calmly in emergencies

Necessary Special Requirements

Physical strength and agility, and physical ability to regularly carry out the essential duties and responsibilities; and, the ability to meet such specific physical requirements as may be established by the Personnel Board and Fire Department Rules and Regulations.

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.

- Ability to carry injured people from houses, cars, etc.
- Ability to climb ladders and work at considerable heights
- Ability to see and hear well enough to do the functions of the job.
- Ability to enter dwelling through windows during emergencies requiring the protection of life and property.
- Ability to operate all fire and ambulance apparatus.

- Ability to carry equipment including self contained breathing apparatus equipment.
- Ability to read, write, and speak English.

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.

The noise level in the work environment is usually from normal for business conditions to extremely loud, dangerous and stressful conditions. Employee is occasionally exposed to extremes in weather conditions.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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.

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

EQUAL OPPORTUNITY EMPLOYER

The City of Saco is strongly committed to diversity in its work force. We are an affirmative action / equal employment opportunity employer.

APPLICATION PROCESS

Please visit our website to apply:

http://www.sacomaine.org/departments/human_resources/apply_now.php

A complete application will include the application, letter of intent, resume, and references. Please contact MaryLou Kadlik, Human Resources, with any questions at (207)710-5037.