

City of Morrow
MORROW FIRE DEPARTMENT - POLICY

Policy No.: 1045
Subject: Job Description for Firefighters

JOB TITLE: Firefighter/Paramedic

DEFINITION:

Position is located in the Fire Department's Emergency Medical Services section which is geared to prevent and or limit injury and loss of life, to rescue victims and to provide pre-hospital emergency care. Position also involves participation in fire suppression and other duties as assigned.

FUNCTIONS OF THE JOB/WORK PERFORMED:

- Responds to rescue calls for the injured or sick, and to fire calls as a member of the suppression team, and to other emergency and non-emergency assistance calls.
- Performs rescue functions to remove persons from danger and possible further injury, and to provide resuscitation as needed.
- Assesses patient status by visual observation, physical examination and the taking of vital signs.
- Determines necessary care, materials, equipment, medication and fluids necessary to stabilize patient, and to administer determined care.
- Completes necessary Georgia Department of Human Resources and or Fire Department forms to report activities.
- When assigned to a rescue unit: Assumes responsibilities for assigned personnel when senior person assigned to rescue; Communicates with company officer and or Incident Commander to give and receive information concerning patient status, transportation of patient and or needs for assistance at incident site; Maintains inventory of supplies, materials, medications, fluids and treatment used to insure accurate reporting and supply replacement upon completion of assignment.
- Engages in various training activities.

- Participates in formal classroom and informal field training sessions, workshops, drills and exercises to learn and practice new extrication, rescue, resuscitation and patient stabilization techniques.
- Practices using and instructs others in using all rescue EMS equipment, supplies and materials.
- Work activities are assigned through specific instructions for one-time and non-repetitive tasks. Standard operating procedures and accepted medical practice indicate tasks to be accomplished in recurring assignments. The employee uses initiative and judgment in carrying out recurring assignments without specific instructions, referring significant deviations from standard operating procedures to the supervisor. Work is spot-checked while in progress and upon completion for compliance with departmental, city, state and federal regulations, policies and guidelines. Directs and supervises on a limited basis.
- Performs other related duties as assigned, necessary or required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND OUALIFICATIONS:

Knowledge of:

- Performs all emergency medical paramedic techniques as indicated by the current medical protocol.
- Extrication procedures to include patient care, immobilization, packaging, removal and transport; utilizing powered and non-powered equipment to effect extrication.
- Emergency vehicle operations and communications to include statutes governing operations, phases of calls, operation of on-board equipment, communication operations and economy of communication usage.
- Knowledge of the policy, procedures and guidelines of the City of Morrow and the Morrow Fire Department.

Skills in/Ability to:

- Patient assessment techniques to include topographic anatomy review, diagnostic signs and the taking of vital signs.
- Application of CPR, airway control, ventilation and oxygen therapy techniques.
- IV therapy administration and maintenance. Splinting, bandaging, immobilization and hemorrhage control techniques.

- Application of shock therapy and packaging techniques.
- Patient communications and reassurance techniques.
- Use of powered and non-powered extrication tools.
- Operation of emergency vehicle and on-board equipment.
- Working effectively in physically demanding and psychologically stressful situations.
- Effectively communicating with others including co-workers, supervisors, and the general public, often in highly stressful situations.
- Contact with co-workers involve a high degree of teamwork and require close interaction for extended periods of time. Contacts also include the general public in both emergency and non-emergency situations.
- Work involving frequent lifting of heavy objects, bending, crouching, standing, occasional climbing with heavy loads, working in confined or enclosed spaces, and operating equipment requiring a high degree of accuracy and dexterity.
- Shall maintain physically fit to perform the functions of a firefighter

Qualifications:

- High School Diploma or equivalency
- Current Georgia Drivers License
- Georgia Certified Emergency Medical Paramedic.
- Georgia Composite State Board of Medical Examiners Certified Paramedic.
- NPQ II Fire Fighter Certification with the State of Georgia Firefighter Minimum Standards and Training.
- Current CPR certification
- American Heart Association Advanced Cardiac Life Support and other certification as may be required by the federal, state or local jurisdictions involved.

TOOLS & EQUIPMENT USED:

Personal computer; phone; fax and copy machine; vehicle; pager; personal protective gear.

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

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; use hands to finger; handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is 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.

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. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

DEPT HEAD APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

03-22-2011