

Position Title: Firefighter/Paramedic

Department: Public Safety, Division of Fire and Rescue

Position Reports to: Lieutenant or Above

Immediate Subordinates: None

Position Function

Performs skilled work in the control and suppression of fires. Respond to medical emergencies and provide pre-hospital Advanced Life Support care to victims of injury or illness and provide transportation to medical facilities. A Firefighter/Paramedic is ordinarily the highest medical authority at an emergency medical scene and as such, makes medical decisions based on standing orders, protocols and orders from on-line and off-line medical direction. Drives, operates and performs routine maintenance, on various fire apparatus. Operates and maintains medical equipment. Performs daily inventory of medical supplies including controlled, non-controlled pharmaceuticals, apparatus, and fire/rescue equipment. Performs physically hazardous and mentally stressful tasks under adverse conditions. Participates in fire safety inspections; training, fire station and equipment maintenance, public education programs, and other public safety programs or projects as may be assigned. Other tasks, duties, and projects may be assigned.

Job Responsibilities

- Respond to fire, rescue, emergency medical, hazmat, and non-emergency calls.
- Determine the nature and extent of the emergency and provide for response and deployment of adequate resources to properly handle the emergency.
- Drive and operate fire apparatus, or other specialized department vehicles.
- Operate and maintain various power tools such as, saws, ventilation fans, extrication devices and others.
- Lay hose lines, adjust water and pressure streams, place and climb ladders, ventilate buildings, rescue persons, place salvage covers and perform clean-up operations.
- Access, package, extricate and transport sick and injured patients from a variety of environments, including, but not limited to, burning buildings, wrecked vehicles, confined spaces, water, wilderness areas, and high and low angle areas.

- Perform complex diagnostic and medical procedures including, but not limited to: intravenous cannulation, endotracheal intubation, recognition of cardiac arrhythmias and administration of appropriate medications.
- Prepare and maintain records and reports regarding fire alarms/incidents, emergency medical calls, fire prevention inspection, and public education activities and supplies.
- Provide assistance and administer appropriate basic, or advanced, levels of first aid treatment to ill or injured persons according to accepted medical protocols and practices.
- Communicates clearly using portable radios and digital communication devices from emergency scenes.
- Participate in drills and classes pertaining to firefighting, emergency medical practices, hazardous materials, special rescue techniques and other continuing education programs.
- Conduct fire safety inspections in public access buildings, interpret and apply appropriate codes, and secure code compliance when state certified as fire safety inspector.
- Conduct company fire safety inspections in public access buildings and have a general awareness of appropriate codes based on the occupancy as a non-certified fire safety inspector.

Public Service

- Educates the public by inspecting smoke detectors, attending public gatherings to ensure public observance of fire safety, and conducting station tours. Explains medical procedures and fire ground operations to patients, families, and victims. Ensures all information is presented in a consistent, accurate manner.
- Provides and demonstrates outstanding customer service. Establishes the example for peers to follow by using creativity, compassion, sincerity, and going beyond expectations.

Teamwork

Participates as an engaged member of a fire company. Assists in completion of station duties related to the professional, sanitary, and orderly condition of the fire station. Assist in performing assigned truck checks on vehicles and apparatus. Ensure well-stocked cleaning and other needed supplies.

Participates actively on teams. Participate in team projects, contribute to team effort, and consider impact of individual actions on the team.

Professionalism

Acts professionally by treating everyone with respect and focusing on the mission. Demonstrates trustworthiness, respect, responsibility, fairness, caring, compassion, citizenship, and self-discipline.

- Learns, embraces, and models the mission and vision of the village and SFRD through words and actions.
- Demonstrates strong ethical standards. Remains mindful of representing the village at all times.
- Models a strong work ethic demonstrated by remaining focused until the task is complete; assists others when needed, goes beyond the scope of regular job duties. Understands importance of professional conduct at all times while on duty.
- Displays a positive attitude: focuses on opportunities and solutions and reduces negative discussion within department. Focuses on future improvements, not past failures.

Physical Requirements

Position is subject to hazards. Working in limited visibility, proximity to electrical currents, and moving mechanical parts and equipment, exposure to infectious diseases, hazardous chemicals, fume, odors, mists, dusts, gases or poor ventilation. Position is subject to all environmental conditions indoors and outdoors. Position is required to wear self-contained breathing apparatus to complete portions of the job essential functions.

Required Skill Set

Occupational/Technical Skills

Must maintain a valid state issued driver's license and have the ability to drive

Administrative Skills

Ability to analyze and resolve situations and problems

Ability to process paperwork effectively

Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information

Knowledge of filing methods and records management techniques

Ability to anticipate problems and develop alternative strategies for goal completion

Ability to adequately allocate resources to meet objectives

Ability to keep clear and accurate records and reports

Cognitive Skills

Ability to identify problems, recognizing symptoms, causes and alternative solutions

Ability to make timely, sound decisions under stressful conditions

Ability to interpret a variety of instructions in written, oral, diagram or schedule form

Ability to calculate figures and amounts such as percentages, areas, volumes, and ability to apply basic concepts of algebra and geometry.

Communications Skills

Ability to let people know of decisions, changes, and other relevant information in a timely fashion

Ability to speak effectively one-to-one

Ability to speak effectively before groups and to respond to questions

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Ability to use appropriate style, format, and tone in informal and formal business communications

Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary

Ability to prepare clear and concise reports, correspondence and other written materials

Interpersonal Skills

Ability to use tact and discretion

Ability to develop and maintain smooth, cooperative working relationships with peers and superiors

Ability to deal courteously and diplomatically with the general public

Ability to maintain issue confidentiality

Ability to instruct and train

Qualifications, Experience, Educational Requirements, and Expectations

High school diploma or GED Certification. State of Ohio Emergency Medical Technician and be enrolled in an accredited paramedic program. Candidate shall possess a State of Ohio Paramedic certification within 12 months from date of appointment or currently be certified as a State of Ohio Paramedic. Possess a State of Ohio Firefighter I Certification at time of appointment with the ability to enroll in a State of Ohio Firefighter II Certification within 1 year of appointment. Possess and maintain state issued driver license. Preferred qualifications include: Possess and maintain State of Ohio Hazardous Materials Operations certification. Possess and maintain a State of Ohio Paramedic certification. Possess and maintain State of Ohio Structural Firefighter II certification. Possess and maintain Pediatric Advanced Life Support, Advanced Cardiac Life Support and Cardiopulmonary Resuscitation- Healthcare Provider.

Must pass in-depth background check, which includes fingerprinting. Must be physically able to fulfill the duties and responsibilities and pass a physical examination.

Must be willing to work all shifts, weekends, and holidays as required. Off duty response is expected when feasible and practical.

Maintain a minimum level of participation by working scheduled shifts or covering open shifts, incident responses, and division approved training to be considered actively employed.

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 assigned based on the skill set of an employee.

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.

VILLAGE OF SWANTON, OHIO

EMPLOYEE

By: _____

Shannon Shulters

Village Administrator

By: _____

Date:_____

Date:_____