

	SHERIDAN FIRE DISTRICT SINGLE ROLE – PARAMEDIC Job Description	
	Salary Range: \$ \$4083.58/month	Department: Operations
	Classification: Non-Exempt, Civil Service	Supervisor: AIC/Captain
	Representation: IAFF Local	Location: Varied

PURPOSE OF POSITION:

The Single-Role Paramedic responds to calls for basic and advanced life support emergency medical services, mass casualty and man-made/natural disasters, rescues, and other incidents. The single role Paramedic assists in emergency medical services training and education, operates District vehicles and EMS apparatus and uses specialized equipment and tools. In addition, this position assists in the routine maintenance and inspection of the ambulance, equipment, and tools; and participates in the cleaning and maintenance of the Fire District apparatus and stations. Maintains facilities and equipment and performs other duties as assigned. Shall regularly have the ability to communicate effectively both verbally and in writing; understand and follow oral and written instructions; make sound judgments, issue appropriate orders and act appropriately and calmly in emergencies; perform strenuous activities under hazardous and dangerous circumstances; establish and maintain effective working relationships with other employees, volunteers, and the general public; instruct others in areas of their expertise; prepare complete, accurate reports using English grammar, spelling, and mathematics.

ESSENTIAL JOB DUTIES:

The list below depicts the tasks the position exists to perform and illustrates the various types of additional work that may be performed. The omission of specific duties does not exclude them from being conducted by the job or classification if the work is similar, related to, and/or a logical assignment for the position. Must be willing to attend and pass a fire academy when assigned by administration. All fire-related tasks must have a certified checkoff occur by administration before the employee is assigned specific firefighting tasks.

- Responds to fire alarms, medical emergencies, hazardous conditions, and related public service activities as required.
- Works as an integral part of a firefighting/EMS unit, utilizing procedures and techniques prescribed by the department and supervising physician.
- Uses specialized firefighting, EMS, and rescue equipment/tools, demonstrating a high proficiency and skill.
- Drives, operate, and maintains fire/EMS apparatus and related equipment as prescribed by the department.
- Maintains fire stations, equipment, and grounds, including routine housekeeping and maintenance.
- Practices firefighting/EMS skills in organized drills.

- Assists with fire suppression activities such as establishing a water supply, advancing hose lines. No interior or IDLH exposures until certification as an Oregon FF-I is obtained.
- Performs emergency medical services, including assessment and treatment of patients per Fire District protocols.
- Provides patient care, including extrication and preparation for movement, carrying and loading, transportation to a medical facility.
- Other related EMS duties as assigned including work in other functional areas to cover absences or relief, equalize peak work periods, or otherwise balance the workload.
- Completes routine continuing education to maintain paramedic licensure.

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

AUXILIARY JOB DUTIES:

- Communicates with hospital staff and other allied health personnel.
- Prepares patient care reports, billing information, and other documentation as required by the department and supervising physician.
- Develops and presents public safety education and prevention materials to local schools and civic groups.
- Conducts station tours.
- Completes pre-fire surveys and company-level inspections.
- Performs continuing paramedic educational instruction as assigned.
- Participates in various on-the-job training programs and other related duties as assigned.
- Serves as a CPR/EMS instructor as needed.
- Performs other tasks and assignments as delegated by the Fire Chief or a designee.

EMPLOYMENT STANDARDS:

General Qualifications:

- Must be 18 years or older.
- A valid Oregon driver's license at the time of appointment and throughout employment.
- An acceptable driving record and insurable by the district's insurance carrier.
- Must pass an annual medical physical based on NFPA standard 1582.

Education and Experience:

- High school diploma or GED.

An associate or bachelor's degree in a related field is preferred.

Certification or Licensure:

- Must possess and maintain an Oregon Paramedic certification.
- ACLS, PALS, and PHTLS certifications must be maintained as required by the Physician Advisor.
- ICS 100, 200, and 700 certifications must be obtained by the end of the probation period.

NFPA Firefighter I Certification and NFPA Fire Instructor I Certification is preferred.

Knowledge of:

- Principles and practices of emergency response and rescue.
- Applicable federal, state, and local laws and regulations.
- Current literature, laws, regulations, and developments that impact EMS and rescue activities.
- Principles and practices of business computer use and applications.

Ability to:

- Act promptly, use good judgment in emergencies and deal tactfully with the public.
- Perform effectively at elevated heights as needed.
- Ability to attend and pass an offered fire academy to learn various fire suppression, fire prevention, including the operation of specialized firefighting apparatus.
- Learn the operation and mechanical principles involved in operating firefighting apparatus.
- Accurately recall street systems, addresses, and fire hydrant locations in first response areas.
- Understand and follow oral and written instructions.
- Act effectively and calmly in emergencies.
- Work effectively with the public, other agencies, and other employees.
- Perform strenuous activities under hazardous and dangerous conditions.

PHYSICAL DEMANDS:

The physical and mental demands described here represent those that employees must meet to successfully perform this classification's essential functions.

While performing the duties of this position, the employee is frequently required to stand, sit, read, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility over all terrains and throughout buildings that may necessitate working in cramped spaces, crawling, climbing ladders and stairs, and related physical ability required for EMS operations (structural/wildland firefighting when certified). Duties involve moving materials weighing up to 20 pounds regularly and may exceed 100 pounds on an infrequent basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboards, calculators, motorized vehicles, instruments, tools used for fire investigations and inspections, fire suppression equipment, etc.

WORKING CONDITIONS:

The work environment characteristics described here represent those an employee encounter while performing the essential functions of this classification.

Work is performed primarily in office, vehicle, and outdoor settings in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. Work is occasionally performed in confined spaces and/or incomplete darkness. The employee will be exposed to hazards associated with the above job functions, including (when certified as a firefighter-I) fire, smoke, noxious odors, fumes, chemicals, solvents, and oils. The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

WORK SCHEDULE:

The schedule may vary; employees may be scheduled to work 8-hour, 12-hour, 24-hour or 48-hour shifts.

- **WAGE & HOUR STATUS:** Non-exempt, Civil Service


REVIEWED AND APPROVED:

EMPLOYEE _____

DATE _____

SUPERVISOR _____

DATE _____

	SHERIDAN FIRE DISTRICT FIREFIGHTER-PARAMEDIC Job Description	
	Salary Range: \$5250/month	Department: Operations
	Classification: Non-Exempt, Civil Service	Supervisor: AIC/Captain
	Representation: IAFF Local	Location: Varied

PURPOSE OF POSITION:

The Firefighter-Paramedic performs firefighting and emergency medical services, including but not limited to, fire prevention, control, and extinguishment, driving and operating firefighting apparatus and emergency vehicles, and performing rescues, medical treatment, training, public education, and station maintenance duties.

ESSENTIAL JOB DUTIES:

The list below depicts the tasks the position exists to perform and illustrates the various types of additional work that may be performed. The omission of specific duties does not exclude them from being performed by the job or classification if the work is similar, related to, and/or a logical assignment for the position.

- Responds to fire alarms, medical emergencies, hazardous conditions, and related public service activities as required.
- Works as an integral part of a firefighting/EMS unit, utilizing procedures and techniques as prescribed by the department and supervising physician.
- Uses specialized firefighting, EMS, and rescue equipment/tools, demonstrating a high level of proficiency and skill.
- Drives, operates and maintains fire/EMS apparatus and related equipment as prescribed by the department.
- Maintains fire stations, equipment, and grounds, including routine housekeeping and maintenance.
- Practices firefighting skills in organized drills.
- Performs fire suppression activities including establishing a water supply, advancing, and operating hose lines, search and rescue, ventilation, and salvage/overhaul operations.
- Performs emergency medical services, including assessment and treatment of patients per Fire District protocols.
- Provides patient care including extrication and preparation for movement, carrying and loading, transportation to a medical facility.
- Other related EMS duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the workload.
- Completes routine continuing education to maintain paramedic licensure.

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

AUXILIARY JOB DUTIES:

- Communicates with hospital staff and other allied health personnel.
- Prepares patient care reports, billing information, and other documentation as required by the department and supervising physician.
- Develops and presents public safety education and prevention materials to local schools and civic groups.
- Conducts station tours.
- Completes pre-fire surveys and company-level inspections.
- Performs continuing paramedic educational instruction as assigned.
- Participates in various on-the-job training programs and other related duties as assigned.
- Serves as a CPR instructor as needed.
- Performs other tasks and assignments as delegated by the Fire Chief or a designee.

EMPLOYMENT STANDARDS:

General Qualifications:

- Must be 18 years or older.
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- An acceptable driving record and insurable by the district's insurance carrier.
- Must pass an annual medical physical based on NFPA standard 1582.

Education and Experience:

- High school diploma or GED.

An associate or bachelor's degree in a related field is preferred.

Certification or Licensure:

- Must possess and maintain an Oregon EMT Paramedic certification.
- NFPA Firefighter I.
- Firefighter II within probationary period.
- ACLS certified. Certifications must be maintained as required by the Physician Advisor.
- ICS 200 and 700 certifications.

NFPA Firefighter II Certification and NFPA Fire Instructor I Certification are preferred.

Knowledge of:

- Principles and practices of firefighting, emergency response, rescue, and fire prevention.
- Applicable federal, state, and local laws and regulations.
- Current literature, laws, regulations, and developments that impact fire and rescue activities.
- Principles and practices of business computer use and applications.

Ability to:

- Act promptly and use good judgment in emergencies and deal tactfully with the public.
- Perform effectively at elevated heights.
- Learn various fire suppression, fire prevention, and emergency medical techniques, procedures and methods, including the operation of specialized firefighting apparatus.
- Learn the operation and mechanical principles involved in operating firefighting apparatus.

- Accurately recall street systems, addresses, and fire hydrant locations in first response areas.
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