



TVF&R JOB DESCRIPTION

TITLE: Firefighter/Paramedic

DIVISION: Integrated Operations--Various Divisions

SALARY/WAGE STATUS: Per labor contract

DEPARTMENT:

CIVIL SERVICE STATUS: Yes

FLSA CLASSIFICATION: Non-exempt

PERS CATEGORY: Police and Fire

SUPERVISOR: Company Officer

BARGAINING UNIT: Local 1660

SUPERVISION EXERCISED: None

SAFETY SENSITIVE: Yes

PRIMARY PURPOSE

Performs firefighting and rescue operations for the combating, extinguishing and prevention of fires as well as for saving life and property. Performs duties and responsibilities pertaining to hazardous materials response and mitigation. Also performs duties of a Paramedic consistent with Oregon EMT Paramedic credentials and District policy.

ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to, the following duties and responsibilities:

FIREFIGHTER DUTIES:

Responds to alarms; performs all necessary duties as a firefighter including, but not limited to, hose line operations, fire pump operation, operation of heavy equipment (including hydraulic rescue tools), functions with hand tools necessary in fire suppression including walking on pitched roofs and cutting holes in roofs and/or walls using power or hand tools, life safety activities, rescue operations including forcible entry, property conservation operations, clean-up projects, and all other activities as required.

Searches, finds, and rescue drags or carries victims (ranging from newborns to adults) to safety.

Responds to hazardous materials emergencies and performs necessary mitigation activities per District policies, procedures, guidelines, and safety rules as outlined in federal, state, and local regulations.

Functions as an integral component of a team.

As needed in emergency situations, may operate fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.

Participates in fire drills and attends classes on fire techniques and other emergency topics as mandated to maintain necessary skills and proficiency levels that are required by State and District standards.

Maintains, checks, tests, and repairs all fire and rescue apparatus, equipment and facilities as assigned. Responsible for equipment and station checks following District policies, procedures, guidelines, and safety rules as outlined in federal, state, and local regulations. Performs general maintenance work in cleaning, storing, and reloading equipment, apparatus, and supplies. Cleans and maintains emergency apparatus and District equipment as well as assists in the maintenance of the fire station and fire station grounds as assigned.

Participates in pre-fire familiarization of large buildings, verifies or corrects response aid information, tests hose, and performs all other preparatory and maintenance functions as required.

Responds to the general public regarding fire suppression and emergency incidents following District policies and procedures in a courteous and respectful manner.

Assists the public in education and fire prevention, including station tours, classroom presentations, and greeting the public at fire stations.

Compiles, writes, and submits required reports by computer for emergency and non-emergency activities to various District Officers.

PARAMEDIC DUTIES:

Performs emergency medical services as consistent with EMT-P rating and District policy. Responds as part of a team to medical alarms and other

emergencies and performs appropriate emergency medical service. Responds to emergency scenes and maintains radios communication with the Dispatch office, local hospitals for medical consultation, and other response units.

Directs or provides advanced life support care on emergency scenes including triage, EKG interpretation, drug therapy, splinting, bandaging, immobilizing patient, extrication and all other related duties involved in on-scene patient care.

Completes all reports by computer dealing with patient care as needed to record emergency responses.

Maintains required training hours as required by Oregon for paramedic certification.

SECONDARY FUNCTIONS

Assists in station clerical and record keeping activities as assigned.

Drives various vehicles as required.

Performs station chores, including laundry, floor maintenance, trash removal, kitchen upkeep, landscaping, and general housekeeping and building maintenance as assigned.

Performs fire inspections as assigned.

Represents TVF&R at citizen and community activities.

Must be prepared to report/remain at work during major emergencies, disasters, and some large emergency exercises with little or no notice. Must be able to meet this requirement without substantial delay by taking appropriate steps for individual and family preparedness.

Receives and performs assignments outside of the job description or normal chain of command during major emergencies and/or disasters.

Conducts emergency medical classes as required by the Fire District.

Performs other duties as assigned.

JOB QUALIFICATIONS

Requirements for Initial Employment

High school diploma or equivalent.

Must possess State of Oregon EMT-P certification by date of employment and maintain certification in order to perform the duties of a paramedic.

Must possess a current, valid driver's license and maintain a driving record insurable by the District's insurer in order to drive a District vehicle.

In addition to a high school diploma, post-high school education or an equivalent combination of education and experience is preferred and will be considered.

Other Requirements for Continued Employment

Within the first year of employment must meet the educational requirements of either a Department of Public Safety Standards and Training (DPSST) or International Fire Service Accreditation Congress (IFSAAC) certification for each of the following: Firefighter I, Firefighter II, and Apparatus Driver. Within the first year of employment must also meet the educational requirements of either Northwest Coordinating Group (NWCG) or DPSST certification for Wildland Interface Firefighter (FFT2).

Timely completion of OSHA and other required compliance training as detailed in Standard Operation Guidelines 11.1.10 (Compliance Training).

Requirements for Promotion to this Classification from Paramedic

Meet above requirements listed for initial employment and continued employment.

24 months of experience as a Paramedic with the District.

Passing score for CPAT.

Physical and Mental Requirements

Must effectively perform essential job functions under stressful physical and mental conditions.

Must put on and properly adjust personal protective equipment within specified time frames without needing assistance.

Must perform critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, enclosed spaces that are further aggravated by fatigue, flashing lights, sirens, and other distractions.

Must communicate while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers).

Must understand a variety of fire suppression and prevention materials and information.

Must use tools in safe and awkward positions for extended periods of time.

Must execute full physical exertion and mental activity at all times of the day/night in responding to alarms and emergency situations.

Must remain calm and maintain composure when confronting stressful and emergency situations.

Must hear and orally respond to calls for assistance, radio communications, and all other calls as needed under all conditions which may include background noises in emergency operations.

Must advance water filled hose lines up to 1.5 inches in diameter from fire apparatus to occupancy (approximately 150 feet), which may involve negotiating multiple flights of stairs, ladders, and other obstacles.

Must meet National Fire Protection Association (NFPA) standards for health and fitness.

COMPETENCIES

TVF&R Core Competencies

Ethical Integrity

Adheres to an appropriate and effective set of core values and beliefs during both good and bad times. Acts in line with those values. Rewards the right values and disapproves of others. Practices what he/she preaches. Generates trust by keeping confidences, admitting mistakes and not misrepresenting self for personal gain. Is willing to stand up and be counted.

Customer Focus

Is dedicated to meeting the expectations and requirements of internal and external customers. Gets first-hand customer information and uses it for improvements in services. Acts with customers in mind. Establishes and maintains effective relationships with customers and gains their trust and respect.

Compassion

Genuinely cares about people. Is concerned about their work and non-work problems. Is available and ready to help. Is sympathetic to the plight of others not as fortunate. Demonstrates real empathy with the joys and pains of others.

Drive for Results

Enjoys working hard; uses time effectively and efficiently. Is action oriented and full of energy for the things he/she sees as challenging. Perseveres, especially in the face of setbacks. Steadfastly pushes self and others for results.

Decision Quality

Makes good decisions based on mixture of analysis, wisdom, experience, and judgment. Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time.

Interpersonal Savvy

Relates well to all kinds of people--up, down, sideways, inside and outside the organization--building constructive and effective relationships. Builds appropriate rapport; uses diplomacy and tact. Can defuse even high-tension situations comfortably. Can quickly find common ground and solve problems for the good of all. Can represent his/her own interests and yet be fair to other groups. Practices attentive and active listening; has the patience to hear people out. Is easy to approach and talk to.

Dealing with Ambiguity

Can effectively cope with change. Can shift gears comfortably. Can decide and act without having the total picture. Isn't upset when things are up in the air. Doesn't have to finish things before moving on. Can comfortably handle risk and uncertainty.

Personal Learning

Knows personal strengths, weaknesses, opportunities, and limits. Is personally committed to and actively works to continuously improve him/herself. Seeks feedback; is open to criticism and receptive to discussion of shortcomings. Understands that different situations and levels may call for different skills and approaches; picks up on the need to change personal, interpersonal, and managerial behavior quickly. Watches others for their reactions to his/her attempts to influence and perform, and adjusts. Works to deploy strengths. Works on compensating for weakness and limits.

Responder Competencies**Title and Definition****Wellness & Safety**

Displays and maintains physical, emotional and mental well-being; watches out for safety of all personnel. Understands role as medical provider and impact of efforts on patient safety. Follows and models safety rules. Knows work environment and understands all work-related hazards. Able to perform work that is highly physically demanding, requiring strength, agility and aerobic/anaerobic endurance.

Coachable & Humble

Puts others before self. Is open-minded; receptive to the input and expertise of others. Willing to acknowledge not having all the answers. Willing to show vulnerability. Able to receive feedback and shift behavior appropriately. Willing to admit and own mistakes and acknowledge those to others who are impacted.

Problem Solving

Uses a systematic approach in solving problems through analysis of problem and evaluation of alternate plans. Able to start, continue and transition with specific courses of action while exhibiting a sense of urgency when needed. Able to take action in solving problems while exhibiting judgment and a realistic understanding of issues.

Communication

Able to effectively pass off information/knowledge. Relays needs/expectations effectively in the moment. Communicates thoughts and feelings in a respectful manner. Listens, interprets and applies relevant information as needed. Confirms message is understood. Organizes and structures communication to be professional, positive and succinct, both orally and in writing. Assesses information by using open-ended, thoughtful probing questions.

Composure & Resiliency

Maintains stable performance under pressure or opposition. Able to quickly and effectively rebound when knocked off balance by the unexpected. Can present self as a settling influence in a crisis. Handles stress in a manner that is acceptable to others. Able to maintain a mature, problem solving attitude while dealing with various stressors. Able to use reason, even when dealing with emotional topics.

Technical Skills

Able to learn and retain technical knowledge and skills. Responsive to coaching regarding technical skill development. After receiving instruction, demonstrates required knowledge, skills and abilities in technical/functional tasks as defined in procedure/protocol documents and trainings. Adapts to changes in procedures, protocols, and technology.

Teamwork

Considerate of how own behavior impacts others. Demonstrates positive outlook and assumes good intentions. Able to work with people in such a manner as to build high morale and group commitments to goals and objectives. Respects diversity of teammates. Displays openness and understanding of shared responsibilities with crew resource management. Sees what needs to be done and steps in to help regardless of position. Understands and follows chain of command.

Other Competencies**Title and Definition****Directing Others**

Delegates assignments related to patient care in organized manner. Establishes and maintains scene management through transfer of care. Trusts people to perform, yet monitors process, progress and results.

WORKING CONDITIONS

Under stressful physical and mental conditions, while wearing personal protective ensembles and self-contained breathing apparatus (SCBA), perform all necessary duties as a firefighter.

Climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.

Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medications or hydration.

Reports/remains at work during major emergencies and/or disasters with little or no notice.

Work with a wide variety of hazardous materials as required. Exposure to various hazards, such as disease, chemicals, fumes, and other hazards as necessary. Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and or heated gases, despite the use of personal protective ensembles and SCBA.

Functions as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.

Repeated exposure to traumatic and otherwise disagreeable situations.

Must work in both open and confined work spaces as well as in adverse environmental conditions for extended periods of time with little or no rest.

Must work under conditions of low visibility.

Must drive emergency vehicles during both day and night in emergency situations involving speeds in excess of posted limits, in congested traffic, and during unsafe road conditions created by environmental factors.

Must travel throughout the District to various work site locations in order to fulfill the essential functions of the position.

ACKNOWLEDGEMENT

This job description describes the general nature of the work performed by employees assigned to this job class. It contains a list of required responsibilities and duties. It is not intended to be a complete list, and employees assigned to this job class may occasionally be required to perform duties and handle responsibilities that are not specifically addressed in the assigned job description.

I have been given the opportunity to speak with my supervisor about any portion of the job description that I do not understand. I have reviewed and understand the job description for my position. I acknowledge that I am responsible for performing the essential functions, duties, and responsibilities described in this job description.

PUBLICATION HISTORY

Creation date

Revision summary (after 2016 Halogen implementation)

4/21/16: Conversion of class spec as approved by CS Commission in April 2016.

4/14/17: Paramedic promotion requirements added per April 2017 CS Commission.

4/11/18: Responder competencies title and two competencies revised. Directing Others added.