

Menlo Park Fire Protection District

FIREFIGHTER/PARAMEDIC

(Safety, full-time, non-exempt, represented, benefited position)

Class Description

Definition

Under general supervision, the Firefighter/Paramedic is responsible for providing Advanced Life Support first responder, pre-hospital emergency medical care and emergency medical assistance to victims of accidents, injuries or illness; performs firefighting and fire prevention duties and other administrative duties as assigned; maintains all fire department apparatus and equipment and transporting critically ill and critically injured victims to a medical facility; assisting in training programs and public education activities; and performs related work as required.

Distinguishing Characteristics

This classification is distinguished from the firefighter classification in that it has paramedic responsibilities for delivering and administering basic and advanced emergency medical care within the parameters of Emergency Medical Technician-Paramedic certification, laws and applicable regulations; provides treatment for victims at the scene of an emergency, in route to a hospital and upon arrival at a hospital when necessary; responds to calls and assists in all phases of fire suppression operations; performs fire prevention duties and programs as assigned, including training and public education.

Typical and Important Duties

1. Responds to calls and provides Advanced Life Support first responder pre-hospital emergency medical care and emergency medical assistance to victims of accidents, injury or illness.
2. Maintains communication with Base Hospital personnel if appropriate during emergency care;
3. Surveys patient for injuries, takes and monitors vital signs, interviews witnesses and patients where feasible, observes evidence at scene, and interprets patient's signs and symptoms to develop a basic diagnostic assessment.
4. Independently selects and implements immediate courses of action in accordance with program standards or when MICU contact is not available.
5. Performs cardiac and pulmonary resuscitation; stems bleeding and protects tissue by bandaging.
6. Establishes cardiac monitoring, reads and interprets electrocardiograms and defibrillates ventricular fibrillation and tachycardia; administers oral, subcutaneous, intravenous and intramuscularly medications and fluids.
7. Performs emergency field surgical procedures such as pleural decompression and endotracheal intubations.
8. Directs the work of qualified Emergency Medical Technicians (EMT) in their performance of duties in providing medical assistance as needed; completes Patient Care Reports (PCR) and other reports.

9. Coordinates the use of equipment and personnel with the scene commander; takes re-certification tests to maintain current knowledge and certification.
10. May be responsible for training or re-certifying firefighters to EMT levels under the direction of the Mobile Intensive Care Nurse and/or District designated employee(s).
11. Responds to fire alarms, emergency rescues and performs required emergency service.
12. Performs residential, commercial and industrial inspections to discover and eliminate potential hazards and complies with fire codes, ordinances and laws.
13. Performs station and grounds maintenance activities; performs firefighting tactical duties, which include hose line operations, use of ladders and ventilation procedures; performs life saving rescue operations; operates portable fire extinguishers.
14. Performs clean-up and overhaul operations at scene of emergencies; cleans equipment, vehicles and living quarters; conducts company or District training on firefighting methods.
15. Performs maintenance work on fire apparatus, fire hydrants, other appliances and equipment.
16. Performs fire prevention activities such as public education and training; participates in continuing training and education programs by individual study and participation in scheduled drills and classes.
17. Prepares incident reports and other reports as directed; participates in committees and similar organization activities.
18. Works safely and follows policies, practices and procedures related to work safely; calms victims and other persons involved at the scene.
19. Acts temporarily as Fire Engineer or Fire Captain when assigned.
20. Stays current with changes in education, technology, rules, regulations, and laws related to the work.
21. Performs other related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Advanced Life Support pre-hospital emergency medical care techniques, principles, and practices.
- Basic human anatomy and physiology.
- Medical terminology, techniques and analytical processes used in the description and assessment of patient status.
- Categories, applications, contraindications and appropriate dosage levels; procedures and equipment used in vital sign monitoring.
- Symptoms of impaired cardiac and respiratory functioning, altered states of consciousness, various types of toxicity an poisoning, shock, and common disease.
- Applicable laws, codes and ordinances.
- Basic arithmetic.

Ability to:

- Observe and evaluate patient status and conditions at the scene; determine appropriate basic and advanced life support procedures.
- Make paramedical decisions rapidly and under stressful conditions.
- Read, interpret and apply fire prevention laws and rules.
- Analyze problems and take effective action in emergencies.
- Operate firefighting equipment.

- Maintain good physical conditioning in order to perform strength and ability tasks.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Establish and maintain cooperative relationships with employees, supervisors, and the public.
- Learn and effectively apply local, state, and federal codes, laws, and regulations.
- Represent the District effectively and professionally in contacts with representatives of other agencies and the public.
- Take a proactive approach to customer service issues.
- Make/recommend process improvement changes to streamline procedures.
- Perform assignments and maintain equipment in a safe manner; understand and carry out safety policies, rules, and regulations; properly uses safety equipment.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Using and manipulating tools, medical equipment and instruments and apparatus;
- Basic keyboarding.
- Operating a personal computer and appropriate worked-related applications, such as including word processing, calendaring, and e-mail systems, etc.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: None required.

Training: Certification as a Paramedic; equivalent to graduation from high school. Course work in fire science or related field is desirable.

Licenses and Certificates

All licenses and certifications must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate, valid Class C California Driver's License which must be maintained as a condition of employment.
- Must possess and maintain a valid State of California Paramedic Certification
- Must possess a valid Basic Life Support (BLS) certificate

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Ability to lift and carry 50 pounds; vision to read printed materials and a computer screen, close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus; hearing and speech to communicate in person and over the telephone; use hands to finger, handle or feel objects, tools or controls; stand, walk, sit or reach with hands and arms, climb or balance, stoop, kneel or crouch, crawl, job or run; dexterity for the operation of special tools and equipment used in firefighting/paramedic activities; remain emotionally stable and calm in emergency and stressful situations as work is frequently performed under hazardous conditions requiring rapid response and strenuous physical exertion.

Work Environment: Mobility to work in a typical office setting or field environment with exposure to dust, cold/heat, noise, vibration, confining work space, chemicals, mechanical hazards, and in the presence of victims of death and/or dismemberment.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; may work protracted and irregular hours.

Approved: October 2012

Revised Date: October 2007

Former Titles: Firefighter

Abolished:

Bargaining Unit: IAFF

ADA Review:

DOT:

Physical: Class

Status: Non-exempt

EEOC Category:

Job Code:

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