

Menlo Park Fire Protection District

FIRE ENGINEER/EMT

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

Class Description

Definition

Under general supervision of a Fire Captain, a Fire Engineer/EMT drives, operates and maintains a variety of firefighting equipment and apparatus; provides technical and functional work direction to fire fighting staff; participates in firefighting and emergency medical service activities, fire prevention inspections and fire prevention programs, code and ordinance enforcement and training; assists in training programs and public education activities; performs mechanical maintenance on vehicles, equipment and apparatus; and performs related work as required.

Distinguishing Characteristics

This classification is differentiated from Firefighter/EMT by the essential duties of driving, operating, and maintaining the variety of equipment and apparatus housed at a fire station and used in the performance of firefighting, fire prevention and emergency rescue operations. Employees in this class also engage in the suppression or prevention of fire. It is differentiated from Fire Captain/EMT by the latter's first-line supervisor role and its management responsibilities for the day to day operations and staff of a fire station. It is differentiated from Fire Engineer/Paramedic by the requirement for EMT-1 certification rather than the EMT-P certification and Advanced Life Support responsibilities required for designated paramedic positions.

Typical and Important Duties

(The following is a representative list of essential duties; it is not intended to be a comprehensive list of all duties that may be assigned to positions in this class.)

1. Drives various fire apparatus in response to fire alarms, emergency medical calls, emergency rescues and around the community; operates radio equipment.
2. Operates pump and aerial ladder apparatus at the fire; regulates water pressure through hose lines; operates and oversees the use of numerous types of vehicles, equipment, tools, and apparatus.
3. Inspects vehicles, equipment, and apparatus including aerial lift and pumping equipment.
4. Provides basic emergency medical treatment to injured or ill persons; calms victims and other persons involved at the scene.
5. Completes maintenance and minor repair work to vehicles, equipment, and apparatus; checks the condition of fire apparatus and appliances for proper working order; identifies the need for major repairs; maintains records of maintenance work performed.
6. Performs the duties of a firefighter when pump is not being used at a fire.
7. Maintains an awareness of City geography and water distribution systems.

8. Administers first aid at the Emergency Medical Technician level; participates in drills and other training activities.
9. Assists in performing station and grounds maintenance activities; cleans equipment, vehicles and living quarters.
10. Conducts company or District training on firefighting methods including the use, purpose and operation of related vehicles, equipment and apparatus.
11. Participates in residential, commercial and industrial inspections to discover and eliminate potential hazards and complies with fire codes, ordinances and laws.
12. Continues own training and education programs by individual study and participation in scheduled drills and classes.
13. Makes incident reports and other reports as directed; participate in committees and similar organizational activities.
14. Provides technical and functional work direction to others as required; plans and checks the work of others as assigned.
15. Works safely and follows policies, practices and procedures related to work safely; calms victims and other persons involved at the scene.
16. May serve as Acting Fire Captain when assigned and upon meeting all requirements of that classification to which temporarily assigned.
17. Remains current with changes in education, technology, rules, regulations and laws related to the work.
18. Accepts responsibility for meeting all requirements for recertification and licensing/endorsements; passes all qualifying exams.
19. Prepares and presents reports, files, logs and records as required.
20. Promotes good community relations by making public presentations and conducting demonstrations.
21. Performs other related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Modern fire suppression and basic emergency medical principles, practices, and equipment.
- Purposes and uses of a variety of vehicles, equipment, tools, and apparatus used in firefighting, rescue, and medical assistance operations.
- Laws, codes, ordinances and regulations governing fire prevention.
- Modern principles of mechanics, hydraulics, and mathematics as related to Fire Engineer duties.

Ability to:

- 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.
- Effectively resolve basic customer service issues.
- Recommend process improvement changes to streamline procedures.
- Perform assignments and maintain equipment in a safe manner; understand and effectively carry out safety policies, rules, and regulations; properly use safety equipment.

- Assume personal responsibility for completing shared work tasks in cooperation with other members of a team living in a dormitory-like setting.
- Show tolerance, tact and respect for others in support of District policies for promoting a workplace free from illegal forms of discrimination and harassment.
- Receive direction from supervisors and co-workers to accomplish shared tasks and meet team goals; readily accept constructive criticism, mentoring and coaching;
- Use basic arithmetic at a level necessary for the completion of assigned duties and tasks;
- Maintain confidentiality regarding sensitive information.
- Effectively and safely drive and operate the full range of fire apparatus and equipment used by the department in the performance of assigned duties.
- Perform field calculations of hydraulics for the proper and effective operation of equipment at emergency scenes.
- Administer first aid and provides effective basic medical assistance at the Emergency Medical Technician-1 level.
- Carry out complex oral and written instructions.
- Read, interpret, explain and apply fire prevention laws and rules.
- Analyze problems and take effective action in emergencies.
- Learn the geography of the District.
- Use a variety of hand and power tools.
- Maintain good physical conditioning in order to perform strength and agility tasks.
- Communicate effectively in writing, orally, and with others to assimilate, understand and be understood, and convey information, in a manner consistent with job functions.
- Understand and act in accordance with department rules and instructions of written firefighting techniques and procedures, together with skill in applying them to specific situations.
- Demonstrate mechanical aptitude as required in the operation and maintenance of firefighting equipment.
- Establish and maintain cooperative relationships with employees, supervisors, and the public.
- Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions; think and act quickly in emergencies.
- Understand and following oral and written directions promptly and accurately; provide functional and technical work direction to other staff as required.

Skill in:

- Using and manipulating a variety of hand and power 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: Two (2) years of full-time responsible firefighting and emergency medical technician experience equivalent to that of Firefighter/EMT with Menlo Park Fire District.

Training: Completion of twelve (12) semester college units, verified by transcript, related to the maintenance of fire-related equipment and apparatus used on the job; and successful completion, as evidenced by certificate, of a California State Fire Marshal Accredited Driver Operator IA and Driver Operator IB course. One year of full-time paid municipal fire engineer experience may be substituted for the Driver Operator IA and IB.

Licenses and Certificates

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

- Possession of or ability to obtain by date of application, a valid class A, B or C California driver's license with firefighter endorsement and a safe driving record;
- Possession of a valid, current State of California Emergency Medical Technician (EMT-1) certificate; and
- Possession of a valid, current 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, jog or run; dexterity for the operation of special tools and equipment used in firefighting/emergency medical technician 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
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Former Titles: Engineer-EMT
Abolished:
Bargaining Unit: IAFF
ADA Review:
DOT:

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Physical: Class

Status: Non-exempt

EEOC Category:

Job Code:

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