



**TITLE: FIREFIGHTER / PARAMEDIC**

**DEPARTMENT: GLENWOOD FIRE/PUBLIC SAFETY**

**REPORTS TO: FIRE CHIEF**

**PAY GRADE: TBD**

**FLSA: NON-EXEMPT**

## **JOB SUMMARY**

Under the supervision of the Fire Chief, Glenwood Firefighters/ Paramedic serve as a team member to carry out fire suppression and technical rescue, medical emergency response, fire prevention, and hazardous material emergency response activities. A Firefighter/ Paramedic also performs various maintenance activities on fire equipment and fire station facilities. Responsible for staying compliant with State and Federal regulations, fire department work rules, supervisor directives, and the terms and conditions set forth in this document.

## **ESSENTIAL JOB FUNCTIONS**

*The statements below are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*

1. Responds to calls made to the Glenwood Fire Department at any time of the day/night when on shift; emergency and non-emergency situations including fires, medical injuries and illness; hazardous materials spills; technical rescues such as river, trench, rope rescues, and auto, train and aircraft extrication; false alarms; flooding; and other situations, and carries out specific assigned duties such as connecting hoses, operating equipment, emergency vehicle driving and operation, positioning ladders, rescuing victims, and providing basic life support care as allowed as an Paramedic.
2. Operates equipment such as bag valve mask resuscitators, external defibrillators, and electrocardiograms for advanced life support applications.
3. Assesses scene for hazardous conditions; utilizes universal precautions; obtains history from patients.
4. Performs patient care activity when appropriate which include but are not limited to performing primary and secondary assessments, starting IV's, performing CPR and defibrillating, applying spinal stabilization, applying splints and traction, performing airway management including endotracheal intubation, administering oxygen, monitoring vital signs, applying tourniquets, treating lacerations, treating burns, and administering pharmaceutical medications under the direction of a physician.
5. Performs firefighting tactical duties which include hose line operations, use of ladders and ventilation procedures; performs life-saving rescue operations; operates portable fire extinguishers.

6. Maintains Glenwood Fire Department standards by being able to perform assigned tasks on the fire ground, during training, for fire prevention events, education, rescues, medical calls, hazardous material incidents, and other functions pertaining to the position.
7. Calms victims and other persons involved at the scene.
8. Continues own training and education programs by individual study and participation in required scheduled drills and classes.
9. Performs routine maintenance of equipment, fire station building, and grounds maintenance as needed.
10. Communicates courteously and professionally and maintains working relationships with others in carrying out job functions.
11. Frequently interacts with others in the work unit, the public, vendors or across departments to exchange detailed and/or technical information.
12. Drives emergency vehicles to schools, block parties, and other events as scheduled.
13. Works safely, follows safe work practices, and identifies and reports unsafe work conditions.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### *Knowledge of:*

- Modern fire suppression and basic emergency medical principles, practices, and equipment
- Laws, codes, ordinances, and regulations governing fire prevention
- Departmental policies and procedures, rules, and regulations
- Arithmetic concepts such as fractions, percentages, ratios, proportions to practical situations, adding, subtracting, multiplying, dividing; calculating friction loss and gallons per min, drug doses, and amounts of medicine using mathematical formulas
- Defining problems, collecting data, establishing facts, and drawing valid solid conclusions

### *Ability to:*

- 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
- Drive an emergency vehicle and operate firefighting equipment
- Ability to interpret a variety of technical instructions in mathematical or diagram form
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions for customers, regulatory agencies, or members of the business community
- Create and maintain effective working relationships with peers, superiors, other City departments, vendors, contractors, external government agencies and organizations

- Learn the geography of the district
- 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
- 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
- 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
- Show tolerance, tact, and respect for others in support of District policies for promoting a harmonious workplace
- Receive direction from supervisors and co-workers to accomplish shared tasks and meet team goals; readily accept constructive criticism, mentoring and coaching
- Maintain confidentiality regarding sensitive information

*Skill in:*

- Using and manipulating a variety of hand and power tools, medical equipment and instruments and apparatus
- Operating a personal computer, basic keyboarding, and appropriate worked-related applications, such as including word processing, calendaring, and e-mail systems, etc.
- Working near moving mechanical parts and in all outside weather conditions

**PHYSICAL AND ENVIRONMENTAL CONDITIONS**

Work involves response to unpredictable emergency situations for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medications, or hydration. While at emergency scenes, incumbent may have exposure to injury, trauma, blood-borne pathogens, traffic accidents, and visual and emotional trauma. Incumbent is required to take appropriate safety precautions and wear protective equipment. Needs to be able to perform physically demanding work while wearing full protective gear and self-contained breathing apparatus to include; frequent to constant standing, walking, bending, stooping, squatting, crawling, kneeling, climbing, reaching above shoulder level, reaching below shoulder level, reaching at shoulder level, pushing/pulling up to 150 pounds or more, lifting up to 150 pounds, carrying up to 150 pounds, twisting of the torso, twisting of the head, twisting of the neck, twisting of the waist, simple grasping, firm grasping, radial and ulnar deviation, visual effort, color vision, peripheral vision, depth perception, hearing and speaking. While wearing personal protective equipment, needs to be able to perform firefighting tasks (e.g., hoseline operations,

extensive crawling, lifting, and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions including working in extremely hot or cold environments for prolonged time periods. Moderate attention to detail and deadlines is required in completing reports and paperwork. Working 24-hour shifts is required, where sleep is frequently disrupted. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

There is regular exposure to very disagreeable working conditions such as fumes, fire, smoke, extreme weather conditions including ice, snow, extreme high/low temperatures, humidity, rain, dirt, and mud. There is an occasional risk of electrical shock, radiation, and vibration. The work involves exposure to hazardous conditions such as toxic chemicals, slippery conditions, working in traffic areas and adverse road conditions. The work environment characteristics described here are representative of those individual encounters while performing the essential functions of this position.

### **REQUIRED EDUCATION/EXPERIENCE/CERTIFICATION**

*Preference may be given to an individual already possessing any or all the below National Certifications and Certifications through the Fire Service Training Bureau for the State of Iowa.*

- High school education or certified GED equivalent
- Valid Iowa Driver's License
- Must obtain a Chauffeur's License within 6 months of hire and proof of insurance
- Must hold a Certification of Firefighter I, Firefighter II, Hazardous Materials Operations, and Paramedic; or be obtained within 24 months of hire (NIMS 100, 200, 700, 800, and IS-0005)
- Must obtain and maintain CPR Certification
- Moderate experience with computer programs
- Equivalent extensive experience and education preferred

### **PREFERRED EDUCATION/EXPERIENCE/CERTIFICATION**

- Associates or Bachelors in fire- science, fire administration, public administration, or another related field preferred
- Experience driving emergency vehicles

**APPROVED BY CITY COUNCIL OCTOBER 11, 2022**

**Employee Acknowledge**

*The undersigned employee hereby acknowledges receipt of this Job Description and requirements.*

I hereby acknowledge and attest that I have read and understand the Job Description outline above and the required job functions. I further acknowledge and understand the is document is merely an outline of the job functions and that other job duties may be required in this position.

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**Employee's Signature**

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**Fire Chief's Signature**

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**Date**

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**Date**