

Red Lodge Fire Rescue
POSITION DESCRIPTION
September 2023

<u>POSITION:</u>	Firefighter Paramedic
<u>ACCOUNTABLE TO:</u>	Assistant Chief EMS, Assistant Chief Fire
<u>EMPLOYMENT STATUS:</u>	Permanent Part-Time Time
<u>PAY GRADE:</u>	PTE per RLFR Policy 2.303 “Compensation”
<u>BENEFITS:</u>	FURS, Leave per Policy 2.302

SUMMARY OF WORK:

The position involves response to any call for service received by the department, vehicle and equipment readiness, and station maintenance. The incumbent may function as Medical Duty Officer or backup as assigned by the Fire Chief or his designee. Additional duties may include training of department personnel, public relations, and other duties as assigned. This position is eligible for overtime after 40 hours per week, call pay, and holiday pay as outlined in RLFR Policy 2.303.

JOB CHARACTERISTICS:

Duties:

- Respond to and mitigate fire, medical and rescue situations according to department policies, procedures and protocols.
- Ensure apparatus, equipment and supplies are in a state of readiness for response to fire, medical, and rescue situations.
- Identify apparatus and equipment in need of repair and make appropriate arrangement for repairs and/or removal from service.
- Ensure adequate supplies are available on apparatus and in store rooms by completing daily, weekly, and monthly inventories.
- Maintain a professional level of cleanliness of apparatus, apparatus bays, and storage areas, bathrooms, meeting rooms, offices hallways, and grounds.
- Keep all fire and medical equipment organized and properly stored on appropriate apparatus or in appropriate storage areas.
- Provide leadership for Fire and EMS personnel.
- Drive and operate apparatus according to department policies and procedures.
- Complete EMS and Fire reports in an accurate and timely manner.
- Represent the Department at public functions including fire prevention and EMS events.
- Provide public education and give tours of the station, apparatus, and equipment.
- Teach EMS, Fire and rescue classes as needed.
- Interact with the public to maintain a positive image for the department.

- Maintain professional competency by attending training classes and continuing education classes.
- Develop and maintain positive working relationships with volunteer staff, other fire and emergency medical service agencies, dispatch staff, law enforcement agencies, hospital staff and physicians.
- Maintain the confidentiality of information obtained through the course of duty.
- Perform other duties as assigned.

Personal Contacts:

This position requires frequent and essential personal contacts. Work requires frequent contact with Fire and EMS volunteers; City, County, and State elected and appointed officials. Contact with the public is frequent and occasionally stressful and dangerous.

Supervision Received:

This position receives day to day supervision from the chief officers of the department and supervision from crew leaders and command personnel during incidents.

Supervision Performed:

This position regularly supervises company level crews during incidents and irregularly may supervise multiple crews during larger incidents.

Essential Functions:

Work is performed both indoors where there is a reasonable control of temperature and outdoors where there is no control of temperature or environment and where conditions may be extreme. Work may be performed under extremely stressful situations, extremely physically strenuous situations, around infectious biological material, and in confined hazardous environments where movement is severely restricted. Hazards are encountered frequently during the course of duty. The position may be exposed to infectious biological material capable of direct, indirect and airborne transmission. The position may be exposed to traffic on roadways moving at a high rate of speed. Exposure to extreme heat and cold that may cause severe body discomfort may be encountered. Exposure to unstable building situations where the building may collapse is possible. The position may also encounter unstable people who may be verbally or physically abusive or violent. The position requires both fine and gross motor skills. The position may require heavy lifting with or without the assistance of others, walking over rough terrain and climb stairs or ladders while carrying equipment. Frequent strenuous efforts such as climbing,

crawling, jumping or crouching may be required. The position is also required to sit and or type for extended periods of time.

JOB REQUIREMENTS:

Knowledge:

This position requires knowledge in:

- Operational characteristics, services, and activities of an emergency service program including fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and associated programs, services, and operations.
- Emergency medical science theory, principles, and practices and their application to a wide variety of emergency service operations including urban, rural, and remote operations.
- Fire science theory, principles, and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, and fire investigation.
- Incident command administration techniques.
- Principles of supervision, training, and performance evaluation.
- Problem solving techniques and methodology.
- Methods and techniques of public relations.
- Methods and techniques of emergency medical response.
- Principles and practices of disaster preparedness, response, and recovery.
- Operational characteristics of emergency apparatus and equipment.
- Principles of report preparation.
- Public safety computer systems.

Skills: This position requires skill in:

- operation of emergency medical equipment;
- operation of ambulance vehicles;
- operation of fire apparatus, and;
- operation of firefighting equipment;

Abilities: The position must be able to:

- Participate in the development and administration of goals, objectives, and procedures.
- Prepare clear and concise reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.

- Retain presence of mind and act quickly and calmly in emergency situations.
- Operate and effectively use specialized fire tools and equipment including safety equipment.
- Operate modern office equipment and computers including applicable software applications; learn to effectively use a variety of departmental computer and computer related equipment.
- Maintain contact and preserve good relations with the public; respond to requests and inquiries from the general public.
- Work effectively with a variety of community groups.
- Effectively present and communicate information/directions in one-on-one and small group situations to the general public and other employees of the organization.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Work irregular hours including weekends, evenings, and holidays.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work well with, and manage others, work with neighboring services, and partner organizations, communicate effectively, organize and conduct training sessions, remain calm and organized during stressful emergency situations, provide reassurance to upset and injured persons.
- Recognize the need to expand or contract an incident command organization based on the needs of the incident.

EDUCATION AND EXPERIENCE:

Education:

This position requires a high school diploma or equivalent. An Associate's Degree in Paramedicine or Fire Science is preferred. A mix of college education and relevant work and life experience will be considered.

Experience:

This position is an entry level position, experience will be considered in combination with education.

Certifications:

- CPR and Advanced First Aid
- NIMS I700, I100, I200
- National Registry at the Paramedic certification level.
- State of Montana licensure at the Paramedic level OR State of Montana Registered Nurse Licensure (with State of Montana Emergency Medical Technician licensure)
- State of Montana Critical Care Paramedic within two years of hire.

- State of Montana EMS Instructor within two years of hire.

Additional desired certifications:

- I300
- I400

JOB PERFORMANCE STANDARDS

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance standards include, but are not limited to, the following:

- Performs assigned duties effectively and efficiently.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Evidences budget accountability
- Establishes and maintains effective working relationships with employees, neighboring departments, associated disciplines and the public
- Effectively deals with additional tasks assigned by supervisors.
- Deals tactfully and courteously with the public, government officials, and other service providers
- Demonstrates compliance with Department policies and procedures
- Shows initiative in career development by seeking training and learning opportunities

Reviewed by: _____ on _____
(Employee's signature) (Date)

Approved by: _____ on _____
(Supervisor's signature) (Date)

Approved by: _____ on _____
(Chief's signature) (Date)