

# **HIBBING FIRE DEPARTMENT**

## **JOB DESCRIPTION**

### **FIRE FIGHTER PARAMEDIC/ CLERK**

#### **Job Summary:**

Responds to emergencies and performs pre-hospital care, fire suppression activities, rescue, damage control and property preservation. Performs with limited supervision through Department Standard Operating Procedures and established protocols and directives. Maintains a state of readiness of facilities and equipment by scheduled inspections, testing and maintenance. Promotes health and safety of the department and community through education. Perform related work as required by the position of fire fighter and the work related to the position of clerk.

#### **Scope of Responsibility:**

Responsible for maintaining complete and accurate records of activities associated with the Hibbing fire department. He or she will act as a administrative assistant to the fire chief performing clerical duties as required. He or she will also be responsible for own work not covered by the position of clerk. Works under the general and technical supervision of superior officer.

#### **Essential Duties and Responsibilities:**

1. Responds to 911 medical response and inter-facility transports.
  - 1.1 Drives ambulance or acts as attendant while responding to routine and emergency situations involving sick or injured individuals; provides medical assistance within the scope of practice as an Emergency Medical Technician-Paramedic.
  - 1.2 Maintains contact with dispatch and/or hospital to provide information or obtain assistance in treating medical conditions; maintains contact with other agencies such as police, sheriff, air ambulance, and first responders as needed.
  - 1.3 Assesses the nature and extent of illness or injury and establishes priority for emergency care.
  - 1.4 Lifts and carries sick and injured persons to the ambulance for transport to the medical facility
  - 1.5 Observes patient en route and administers care according to medical guidelines; identifies diagnostic signs that require communication with the physician or emergency department.
  - 1.6 Performs advanced airway procedures using equipment according to medical guidelines.
  - 1.7 Uses a cardiac defibrillator/monitor for difibrillation, cardioversion, pacing and heart rhythm interpretation.

- 1.8 Administers medications according to guidelines.
  - 1.9 Replaces supplies and decontaminates the interior of the ambulance
  - 1.10 Completes ambulance report and sends to state/billing company on each call.
- 2 Responds to fire or other emergencies as required.
    - 2.1 Drives or operates a variety of fire department vehicles and equipment; may be required to perform as pump operator
    - 2.2 Extricates victims of entrapment; performs high angle, water, confined space rescues and removal of persons from hazardous materials incidents.
    - 2.3 Responds to fires and emergency calls with a company; connects and handles hose lines and nozzles; places or hoists ladders; turns water on or off; uses axes, bars, or hooks as appropriate; and utilizes chemical extinguishers or hoses to extinguish a fire.
    - 2.4 Ventilates burning buildings by opening or breaking doors or windows or cutting holes through walls or floors; and forces entry by breaking glass, springing or forcing doors, windows or gates, cutting locks, bars, or wire grating, or breaking walls.
    - 2.5 Participates in initial arson investigation by preserving evidence and noting the location and condition of related objects upon entry into a burning building; provides oral or written summaries of facts to the Fire Captain.
    - 2.6 Assists in salvage work after a fire has been extinguished.
    - 2.7 Participates in pre-fire and post fire sessions with officers and other fire fighters.
  - 3 Performs a variety of administrative duties at the fire station
    - 3.1 Performs routine station duties as directed to maintain the cleanliness, readiness, and appearance of apparatus, equipment, station and grounds.
    - 3.2 Maintains medical and fire service records as requested or required by department policy.
    - 3.3 Assists with fire prevention and education including speaking at schools, conducting tours of the fire station, taking blood pressures and attending health and home improvement fairs
    - 3.4 Tours new businesses and structures to familiarize self with the location of exits, fire doors, stairs, hazardous materials, water shutoffs, alarm panels, etc.; may suggest changes to eliminate fire hazards;
    - 3.5 Assists mechanic in the repair or maintenance of ambulances or fire apparatus, when requested
  - 4 Attends and participates in departmental training drills and sessions in all areas of fire service operation as mandated by National Fire Protection Agency and OSHA.
  - 5 Maintain an efficient filing system
  - 6 Collect and submit payroll information to the Finance Department as scheduled.
  - 7 Maintain records of vacation hours and comp. time hours in shift logs.
  - 8 Provide an annual vacation master list for Fire Chief's approval.
  - 9 Compile Quarterly Reports for Fire Chief and City Council.
  - 10 Collect EMS reports monthly and file in secure location.
  - 11 Collect all information necessary to complete St. Louis County reimbursement forms and submit by date established by the county.
  - 12 Maintain an adequate supply of Department forms in respective files.

- 13 Order and inventory building maintenance supplies, office supplies, and forms requiring outside printing.
- 14 Promotes and maintains positive working relationship between paid on call members and career firefighters
- 15 May supervise other fire fighters in emergency incidents
- 16 May supervise other EMS Services at times of the emergency (example other B.L.S. units)
- 17 Dispatch HFD resources and call back appropriate personnel for emergency incidents.
- 18 Perform any other clerical duties as assigned by the Chief

### **Minimum Qualifications:**

The job requires formal training beyond high school diploma, 1 year of related experience, and Firefighter II certification. National Registry EMT-Paramedic Certification required. Shall possess and maintain Hazardous Materials-Technician Level certification, Shall possess and maintain a Confined Space Awareness certification. Knowledge of standard office procedures and equipment Ability to operate a computer and utilize Microsoft Word and Excel.

Must possess a valid Minnesota Class D driver's license or equivalent and have a good driving record. Demonstrated proficiency on personal computers with word processing is required.

Key job characteristics include knowledge of fire fighting and emergency rescue techniques and practices, considerable knowledge of emergency medicine at the EMT P level, ability to work well under stressful conditions, ability to react effectively under pressure and make quick decisions, good oral and written communication skills, and ability to work as a member of a team.

### **Physical Demands & Working Conditions:**

The Firefighter/Paramedic/Clerk must reside within a 20 minute response time from the station. Physical activities during responses and training can require heavy lifting of over 100 pounds and may be required to: face exposure to infectious biological agents such as hepatitis B or HIV; spend excessive time outside exposed to the elements; tolerate extreme fluctuations in temperature while performing firefighting duties; perform a variety of tasks on slippery, hazardous surfaces such as on roof tops or from ladders; work in areas where sustaining traumatic or thermal injuries is possible; wear personal protective equipment that weighs approximately 50 pounds while performing fire fighting tasks.

The Firefighter/Paramedic/Clerk may work for long periods of time, requiring sustained physical activity and intense concentration; make decisions that could have life or death consequences for employees and civilians under difficult and stressful conditions with limited information during emergency conditions; be exposed to grotesque sights and smells associated with major trauma and burn victims; maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life-threatening

environment throughout the duration of operation; encounter smoke filled environments, and a variety of physical hazards.