

HIBBING FIRE DEPARTMENT

JOB DESCRIPTION

FIRE FIGHTER PARAMEDIC/ EMS DIRECTOR

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 EMS DIRECTOR

Scope of Responsibility:

Under administrative direction, plans and directs the functions of the EMS Division. The work requires initiative and independent judgment in routine and emergency situations. The EMS Director is responsible for EMS training of all members of the department. Training will meet or exceed OSHA, EMSRB and department policies and procedures. He or she will conduct training sessions or may assign other paramedics to assist or lead training. He or she will also be responsible for own work not covered by the position of EMS DIRECTOR. Direct Supervisor: Fire Chief

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 defibrillation, 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;
 - 4 Responsible for developing and posting a training schedule and to coordinate with Fire training schedule.
 - 5 Maintain and update accurate training records.
 - 6 Responsible for developing a preliminary annual budget for EMS department.
 - 7 Attend training sessions to maintain and expand knowledge for department.
 - 8 Develop training class syllabuses.
 - 9 Develop and maintain working relationships with area departments and provide training programs to improve interdepartmental responses.
 - 10 Responsible for purchasing and stocking of EMS supplies and equipment.
 - 11 Oversee the purchase of EMS vehicles and capital equipment.

- 12 Responsible for preparation of ambulance inspections and licensing.
- 13 Develop and maintain EMS operating protocols.
- 14 Gather information for monthly and annual reports.
- 15 Assures for proper run documentation and billing reports.
- 16 Must maintain a good working relationship with Medical Director and area EMS providers.
- 17 Provide the Medical Director with appropriate run reports used in quality assurance meetings.
- 18 Record keeping and assisting recertification for all EMS personnel.
- 19 Quarterly and annual reports.
- 20 Promotes and maintains positive working relationship between paid on call members and career firefighters
- 21 May supervise other fire fighters in emergency incidents
- 22 May supervise other EMS Services at times of the emergency (example other B.L.S. units)
- 23 Dispatch HFD resources and call back appropriate personnel for emergency incidents.
- 24 Perform any other duties as EMS DIRECTOR 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.

Minimum Requirements: 10 years in the EMS field with at least 2 of those years as a paramedic, DOT Instructor, CPR Instructor, NFA Leadership series or other management training. Successful candidate will have 1 year to attain these qualifications. This person needs to understand the EMS system and how it works with the EMSRB and the DOT. This position requires a person who has great public speaking skills and is organized. Optional requirements: PALS, ACLS, PHTLS, AMLS instructor, but not required.

Must possess a valid Minnesota Class D driver's license or equivalent and have a good driving record

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/ EMS DIRECTOR 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/ EMS DIRECTOR 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.