

City of Windsor Heights

Firefighter/Paramedic – (FIRE / EMS)

Department: Fire Department
Reports To: Chief of Police / Fire Services
FLSA Status: Fulltime, Non-exempt, 53-hr work week
Written By: Dennis McDaniel
Approved By: Brett Klein
Council Review and Approval on April 6, 2015

Summary Description:

Responds to emergencies and performs pre-hospital care, fire suppression activities, rescue, damage control and property preservation. Protects life, property, and the environment from fire; provides specialized rescue and emergency medical services; contains and controls the accidental or illegal intentional release of hazardous materials; performs fire code compliance inspections, rental inspections, and conducts pre-planning. Promotes health and safety of the department and community through education and delivers community-based programming and tours. Performs tasks with limited supervision based upon standard operating procedures and established protocols and directives.

Maintains a state of readiness of facilities and equipment through scheduled inspections, testing and maintenance; operates and performs general maintenance on specialized fire department apparatus and equipment. Sustains and enhances skills by participating in drills and training sessions. Cleans and maintains fire department /city facilities. Perform related work as required.

Appointment/Selection:

Selection is made by the Chief of Police / Fire Services with final approval from the City Administrator. Selection shall be based upon merit and qualification.

Knowledge, Skills, and Abilities:

- Knowledge of the principles and practices of fire suppression and emergency medical services.
- Working knowledge of fire protection systems, water supply considerations, building construction, and combustible and flammable material properties and considerations.
- Thorough knowledge of various hazardous materials and the principles, practices and techniques utilized in their containment and control.
- Knowledge of proper chemical storage and use for those chemicals and solvents required to carry out the position responsibilities and maintenance of the corresponding Material Safety Data Sheets (MSDS).
- Thorough knowledge of the principles, practices and techniques of fire control and extinguishment.

- Thorough knowledge of the principles, practices, and techniques utilized in rescue operations.
- Thorough knowledge related to the practice of out-of-hospital emergency medical care.
- Knowledge of and the ability to safely work with general and specialized tools and equipment used in various fire suppression and emergency medical service programs and projects.
- Ability to operate all department equipment proficiently, including the safe driving operations of all department vehicles.
- Working knowledge and general understanding of modern fire and emergency medical practices and the ability to perform fire safety inspections, code enforcement related to the job, and rental inspections.
- Knowledge of the International Building, Fire, Maintenance, Mechanical and Residential Code.
- Working knowledge of the operation, size and location of fire walls, cutoffs and water mains as applied to firefighting activities of the fire department.
- Knowledge of the maintenance of departmental equipment and ability to supervise and/or perform routine maintenance of all equipment.
- Ability to read and comprehend complex rules, regulations and procedures and to recall / apply them often under adverse conditions.
- Ability to remain calm and exercise judgment under emergency conditions.
- Ability to perform complex tasks with intense concentration during life-threatening situations for extended periods of time.
- Ability to effectively communicate verbally and in writing.
- Ability to establish and maintain positive working relationships with the public, elected officials, City employees, and contractors.
- Ability to use contemporary technology, including computers, telephones, social media and software management programs.
- Ability to be adaptable to changing conditions.
- Ability to support cultural diversity and sensitivity; furthers opportunities to recruit, develop and retain a diverse workforce, and promotes teamwork.
- Ability to compile regular reports for various department programs including an evaluation of their effectiveness.

- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, concentrate for long periods of time and be flexible.
- Must possess ability to work independently and exercise sound judgment.
- Knowledge of basic emergency management practices including application during a critical / hazardous incident.
- Knowledge of investigative techniques sufficient to gather relevant information, conduct research and interpret the facts and findings.
- Ability to multi-task on a daily basis, performs with telephone and walk-in customer interruptions, and adapts to changing priorities.
- Possess the level of judgment and stamina necessary to complete all tasks.

Essential Functions (The following is a list of typical duties and not meant to be exclusive or inclusive):

- Responds to fire and rescue calls and performs patient care, fire suppression, rescue, and ventilation in compliance with the department's SOPs and directives on a scheduled and unscheduled basis.
- Operate hand and specialized power tools and equipment while wearing personal protective equipment to suppress fires, rescue and extricate victims.
- Provides emergency medical care to patients under current protocols as authorized by the department Medical Director up to the individual level of certification.
- Assesses and coordinates the resources and personnel to facilitate safety and quality care for all patients.
- Safely operates ambulances and first response units within the guidelines set forth by the department.
- Promotes departmental policies, procedures, objectives, safety, infection control and quality assurance programs.
- Follows written Standard Operating Procedures and verbal directives as applicable to emergency medical services for the department.
- Shall complete, or ensure completion, and properly file required forms of the department.
- Participates in quality assurance initiatives through critiques and debriefings.
- Initiates and assists in developing and implementing improvements identified by a quality assurance program.

- Cleans and/or decontaminates apparatus and equipment as outlined in the department's Exposure Control Plan and applicable Standard Operating Procedures.
- Interacts effectively, professionally, and tactfully with the general public and all participating agencies, dispatch, and law enforcement.
- Conducts educational and public relations activities in health and fire safety.

Peripheral Duties:

- Reviews work for accuracy and completeness of FF/EMT, part-time and paid-per-call staff, and coaches all to ensure work meets organizational expectations.
- Sets up daily work schedules for Fire and EMS employees and makes proactive requests for staffing, resources, equipment and material needs.
- Responds to Fire and EMS calls and evaluates the situation and coordinates the operations at the scene; may serve as company officer.
- Assist the Chief of Police and Fire Services in the administration and operations of the Fire and Emergency Medical Services functions. Regularly updates the Chief with information concerning various projects in progress and developing issues.
- Aids in the coordination of plans, schedules, and oversight of all Fire and EMS personnel, projects and operations, and equipment.
- Accountable for effective fire incident command and/or significant incidents involving EMS services to include mass casualty incidents while on duty or upon callback.
- Assumes incident command at major scenes as appropriate and notifies the Chief of Police / Fire Services immediately if administrative assistance is required or as soon as practical after the event.
- Assists in maintaining the records of fire inspections for all commercial buildings, apartments, schools, day care centers, hospitals, nursing homes and all other required buildings; notifies through proper channels the owners of violations and issue citations as necessary for compliance.
- Assists in maintaining the training records for all Fire and EMS personnel and coordinates the same with the Chief of Police / Fire Services.
- Assists the Chief in conducting interviews, background investigations and makes recommendations for acceptance or removal of full-time, part-time and paid-per-call personnel.
- Assists with supervising the maintenance and upkeep of all vehicles, equipment, alarm systems, tools and facilities, and keeps records of maintenance performed.
- Aids and causes the regular scheduling of required tests of equipment to be performed, keeps records of such, and initiates repairs when needed.

- Attends seminars and conferences relating to emergency medical services, fire and hazardous materials, and other related emergency preparedness topics as authorized by the Chief of Police / Fire Services.
- Receives citizen complaints when necessary and reports the same in a timely manner to the Chief of Police / Fire Services.
- Works to proactively ensure staff is in compliance and holding all necessary certifications for their respective positions.
- Assists the Chief with development and implementation of policy and procedure and various fire and ems related codes.
- Assists the Chief in preparing monthly and annual reports to be submitted to the City Administrator and City Council.
- Coordinates with other agencies and departments in mutual aid responses and for the mitigation and clean-up of hazardous material incidents.
- Reviews building plans and plats as necessary.
- Work with the Chief of Police / Fire Services to develop public relations and information dissemination programs to promote the department programs, goals and objectives, and explains the department programs.
- Work with City and County emergency management and responds to all critical incidents and hazardous events while on duty in accord with the City and County all hazards plan / emergency operation plan.
- Works with other City officials in the oversight of the City's Property Rental and Rental Inspection Code.
- Other duties as directed by the Chief or designee.

Experience and Training:

- High school diploma or equivalent.
- Possess and maintain Iowa Firefighter I and II.
- Show immediate certification and considerable professional experience as an EMT-Basic or greater; provide State of Iowa Paramedic, Paramedic Specialist or National Paramedic certification (R.N.-exemptions shall qualify) within 90-days of hire.
- Fire Officer I and Fire Instructor I certifications preferred.
- Shall possess and maintain a Hazardous Materials-Operations Level certification within twelve months of hire.
- Driver Operator I certification or ability to complete within twelve months of hire.

- Shall possess and maintain a valid Class B Commercial Driver's License (CDL) with air brake endorsement issued by the State of Iowa within twelve months from date of hire and be insurable to operate city vehicles and equipment.
- Must be able to pass and maintain a physical abilities test and medical physical clearance.
- Must be able to wear heavy and restrictive protective clothing / gear and operate while wearing self-contained breathing apparatus (SCBA) equipment.
- Must reside within fifteen minutes response time of City Hall within one year from date of hire.
- This position is subject to the City of Windsor Heights Drug and Alcohol Testing Policy which may include: pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

Tools and Equipment Used:

- Full protective gear and self-contained breathing apparatus.
- Fire and EMS department equipment and vehicles including trucks and attachments, car / light truck, air compressor, pumps, saws, grinder, ladders of various heights, pick-axe, generators, chains, extrication equipment, extension cords, measuring equipment, hoses, oils, traffic control equipment, and hazardous equipment.
- Personal computer, including word processing, spreadsheet and data base software, 10-key calculator, telephone, copy machine, fax machine, postage meter, first aid and safety equipment, and public safety radios.
- Cleaning and maintenance chemicals and solutions in accord with manufacturer's specifications.

Work Environment/Frequent Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- The noise level in the work environment is occasional low/moderate level office noise in addition to frequent moderate/high noise exposure of Fire Department machinery and equipment.
- Frequently sit, stand, walk, run, dodge, jump, balance, bend and lift, grasp, push, pull, squat, twist, crouch and kneel – sometimes with equipment or victims and within confined spaces.
- Frequent use of physical strength requiring the moving, lifting, pushing, carrying and pulling of objects weighing up to 30 pounds.
- Use hands frequently to finger, handle, or feel objects, tools or controls.

- Reach with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, and staff using active listening skills.
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.
- Outside work involves regular and prolonged exposure at times to the varying elements of the weather, such as rain, wind snow, heat or cold, darkness and poor lighting.
- Occasionally crawling and occasional lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required. Individual will be expected to lift items in this range with the assistance of a machine or other able individual whenever possible.
- Employee may be exposed to close quarters, dirt / dust, fumes / odors, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, uninsulated or unshielded electrical and medical hazards, microbiological hazards, infectious agents, sharp objects, vibration, smoke, radiation hazards, noxious odors, weather elements, oil and grease, stressors, possible burn injuries and unpleasant social situations.
- Position may require a significant work pace pressure and irregular work hours in addition to performing during emergency mitigation and critical incident situations.
- Work in extreme heat (over 400 degrees Fahrenheit), sub-zero temperatures, extreme fluctuations in temperature, wet and muddy areas, icy areas, slippery and uneven surfaces, and confined spaces or cramped body positions.
- Performs work at heights of 100 ft. or more.

Interaction with Other Department/Staff:

- The position requires a moderate degree of information sharing between administration, clerk, parks, police, building inspector, City Council, and other temporary staff. It is of the utmost importance that any personal information be kept strictly confidential and in the event of written documents with personal information be held under lock and key.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Acknowledgement:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Windsor Heights reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Windsor Heights. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the City of Windsor Heights has a similar right.

Employee's Signature Date Chief of Police / Fire Services Date

The City of Windsor Heights is an Equal Opportunity Employer.