

**City of Orange City
Job Description**

Position: Firefighter/ EMT - Paramedic

Exempt:	No	Department:	Fire
Pay Grade:	F 400	Supervisor:	Fire Lieutenant/Battalion Chief

Summary:

Under regular supervision, performs fire suppression duties and provides emergency medical treatment at the EMT/Paramedic level on assigned shift. Performs duties in accordance with all established policies, procedures and medical protocol(s). Maintains and prepares required records and reports. Participates in training, fire prevention and education programs as required. Reports to the Fire Lieutenant/Battalion Chief

Essential Duties and Responsibilities:

- Responds to requests for emergency's including but not limited to: rescues, hazardous materials, environmental emergencies, fire, medical, and auto accident. He/she will perform fire suppression duties to protect the lives and property of those in need of assistance.
- Responds to emergency medical calls, providing basic life support treatment to patients as well as assisting with Advanced Life Support; obtains patient medical history (if possible); assesses physical condition of patients and assists in making decisions regarding proper courses of action; performs such duties as CPR, splint application, wound treatment, control of bleeding, monitoring and relaying of vital signs, oxygen administration and sterile suctioning; performs extrication of victims from wreckage as necessary; completes required records and forms documenting patient treatment; performs all duties in accordance with established medical protocol, policies, and procedures.
- Maintains radio communications with dispatch center, hospital personnel and other public safety agencies to receive and to transmit instructions involving patient care; provides instructions to first responders and bystanders in the use of first aid equipment; determines the need for back-up assistance.
- May also provide Advanced Life Support if licensed by the State of Florida and cleared as a Paramedic in Volusia County; pending position vacancy.
- Assists with the inspection and maintenance of emergency vehicles and apparatus and the performing of daily supply and equipment inventory; restocks equipment in preparation for subsequent medical responses and shifts; makes appropriate notifications of equipment failure to supervisor; logs and updates reports.
- Participates in general fire prevention, public education and public relations efforts, including making presentations to various groups and conducting station tours.
- Participates in employee training programs such as mandated by Florida Statutes, administrative code, and OSHA.
- Tests hydrants, mapping of hydrants, identification tagging and calculation of hydrant flows, and related tasks; updates computer entries; ensures the proper maintenance of assigned apparatus, equipment, vehicles, and facilities.
- Keeps abreast of new technology, methods and regulations for equipment operations, fire prevention and suppression operations, EMS operations; attends meetings, conferences and continuing education classes as

required and/or appropriate.

Marginal Duties and Responsibilities:

- Performs station maintenance duties, including housekeeping and minor repairs; cleans equipment and vehicles; orders and inventories station supplies.
- Prepares pre-fire plans; tests and maintains hydrants, pumps and hoses; collects and properly disposes of hazardous waste materials.
- Other duties may be assigned. Assists with budgeting, selection of equipment, maintenance of apparatus and fire hydrants as assigned.

Education and/or Experience:

- High School graduation or possession of an acceptable equivalency diploma.
- Successful completion of all medical and fitness requirements.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of street locations and geography of Orange City/Debary.
- Ability to successfully complete all medical and fitness requirements.
- Ability to operate a vehicle, ambulance and fire engine, ability to operate and use all fire suppression equipment, hand and power tools, self-contained breathing apparatus, rescue equipment and protective gear, signaling devices, siren, camera, leak detectors, extrication devices, life-saving/life supporting equipment, medical instruments and supplies. Operates various office machines including a calculator, computer, two-way radio, fax machine, copier, etc.
- Knowledge of Emergency Medical procedures, practices, and techniques; the various types of fire hazards in the City; the use of emergency medical treatment practices and firefighting techniques, policies, procedures and practices.
- Ability to learn and perform many and varied firefighting techniques and procedures; ability to perform prolonged and arduous work under adverse conditions; to work at heights; to drive fire apparatus over the road safely under emergency conditions.
- Ability to establish and maintain effective working relationships with management personnel, co-workers, outside agencies and the general public.
- Skill in the use and maintenance of firefighting equipment.
- Ability to understand and follow oral and written instructions.
- Ability to recognize safety hazards and to take precautionary measures to protect self and others.

Special Requirements:

- Florida State Minimum Standards Certification as a Firefighter as authorized by F.S.S. 633.
- Possession of a class "E" Florida Driver License.
- Certified as a Florida Emergency Medical Technician (EMT) or Paramedic.
- Ability to operate pumps and fire engines within six (6) months of hire.

Physical Demands:

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

- Must be physically able to operate a variety of machines and equipment including emergency vehicles, pumps, firefighting equipment, emergency medical equipment, computer, telephone/radio, etc. Must be able to exert up to twenty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those for sedentary work; must be able to remain on feet for periods of time, withstand uncomfortable and/or dangerous physical conditions at fire scenes, and perform manual tasks. Must be able to lift position and/or carry weights of up to 100 pounds.
- Sufficient manual dexterity to allow the use of a keyboard and writing.
- Sufficient visual acuity to read and comprehend departmental reports and documents.
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to meet job demands under emergency and/or strenuous and prolonged situations.
- Must meet physical requirements as indicated for State Certification.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Works inside and outside; in emergency and non-emergency situations.
- Hazardous conditions: flames, fire, chemicals, smoke, heat, gases, moving vehicles, falling structures and debris, heights, electricity, poor ventilation, poor lighting, and related hazards.
- Some stressful situations.