

TOWN OF TOPSFIELD
CALL FIREFIGHTER/EMT/PARAMEDIC
JOB DESCRIPTION

Position Purpose:

The purpose of this position is to protect life and property by performing firefighting, rendering emergency medical care, performing public fire and life safety education, public outreach programs and conducting inspections of businesses and private homes for fire prevention. Performs all other related work as required.

Supervision:

Supervision Scope: Performs highly responsible duties; makes decisions which involve choices of action within limits defined by standard practices and instructions.

Supervision Received: Works under the general direction of the Fire Chief/Officer in Charge, and in conformance with departmental regulations and professional standards. Employee refers all unusual cases to supervisor.

Supervision Given: May occasionally and infrequently supervise other personnel of equal or lesser certification or experience.

Job Environment:

Work is performed primarily in an office environment, in vehicles, and at the scene of fires/emergencies under varying weather conditions and under conditions which may involve considerable personal danger with exposure to bio-medical hazards, temperature extremes, Employee is exposed to the hazards associated with fighting fires and rendering emergency medical assistance including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. Can be expected to work long continuous periods of time. The noise level in the work environment is usually moderate in office setting and very loud at an emergency scene. When on call, required to immediately report to duty 24 hours a day.

Operates emergency medical aid equipment, fire apparatus, fire pumps, hoses, ladders, medical aid equipment, radio, pager, and other standard firefighting equipment. Required to wear uniform and protective clothing/equipment.

In the office, operates computer and standard office equipment such as telephone, copier, and fax; when at a fire or EMS emergency operates some or all of the following equipment: all fire apparatus, various power and hand tools, emergency medical aid equipment, a radio, and all other standard firefighting equipment.

Makes contacts with the general public, local hospitals, regional and state government agencies, insurance and medical billing companies, vendors, lawyers, other local fire departments, other town departments, and other public safety personnel.

Has access to highly sensitive and confidential information, such as personal data regarding department members and medical records of citizens and patients; Application of appropriate judgment, discretion and adherence to confidentiality protocols is required.

Errors could endanger the lives of individuals, be costly in terms of decreased or less efficient protection to persons and property, considerable delay and confusion, possible personal injury/death, and result in serious financial and legal repercussions.

Essential Functions:

(The essential functions or duties listed below 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.)

Responds to alarms; assists in the suppression of fires including rescue, advancing lines, entry, ventilation and salvage work, extrication and provides emergency medical services as a certified Massachusetts EMT or Paramedic.

Determines nature and extent of injury or illness of victim; based on protocol, may report case to emergency department.

Assists in lifting, carrying and transporting victim to medical facility. Reports verbally and in writing observations about the patient and care provided at the scene and enroute.
Replaces supplies; coordinates sterilization of used supplies; checks and maintains equipment; and decontaminate surfaces.

Conducts inventories of department equipment and emergency medical supplies.

Prepares a variety of documentation that may include: incident reports (e.g., Fire, EMS and Rescue), medical reports, letters and memoranda.

Responds to hazardous material incidents; calls such as gas leaks, carbon monoxide, etc.

Assists in the inspection, cleaning and light maintenance of equipment, vehicles, tools and structures. Maintains and cleans buildings and grounds.

Issues departmental permits in accordance with state and local regulations.

Participates in continuing training and instruction programs through individual study of technical material and attendance at scheduled drills and classes.

Trains other firefighters as necessary.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School Diploma or equivalent; one (1) to three (3) years of experience; MA Fire Academy graduate preferred; or any equivalent combination of educations, training and experience.

Special Requirements:

Completion of Recruit Firefighter Program including Firefighter I/II certification (Massachusetts Firefighting Academy Preferred.

EMT Certification-Paramedic Preferred

Possession of a valid motor vehicle operator's license

CDL License, desirable

Must pass HRD (Commonwealth of Mass. Human Resources Division) physical exam and HRD physical abilities test (PAT).

NIMS 100, 200, 700

Must be a minimum of 18 years of age

Knowledge, Ability and Skill:

Knowledge: Working knowledge of the hazards and safety precautions involved in the work performed. Working knowledge of fire suppression and prevention principles, procedures, techniques and equipment. Working knowledge of first aid and resuscitation techniques and their application. Knowledge of fire apparatus and equipment, fire suppression, ventilation and salvage work, extrication and rescue. Knowledge of Massachusetts Treatment Protocols, building construction and fire codes.

Ability: Ability to understand and follow verbal and written instructions. Ability to communicate effectively verbally. Ability to apply standard firefighting and emergency aid techniques to specific situations. Ability to follow proper methods, procedures and safety precautions of a Firefighter. Ability to perform arduous tasks requiring physical endurance and agility under adverse conditions. Ability to work often under hazardous conditions with little or no supervision. Ability to establish and maintain effective working relationships with employees and the public. Ability to follow orders in a prompt, efficient and safe manner in accordance with department rules and regulations. Ability to communicate in writing and orally effectively with the public and to make safe and sound medical emergency decisions often under stressful conditions.

Skill: Skill in operating all fire equipment and apparatus Skills in emergency medical techniques and procedures. Proficient computer skills.

Physical Requirements:

The physical demands described here 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 disabilities to perform the essential functions.

Moderate to strenuous physical effort required in the performance of work at the scene of emergencies. Physical agility required to access all areas of emergency sites. During emergencies, may be required to talk, walk, run, stoop, kneel, crawl, bend, and reach with hands and arms. Employee is required to use hands to finger, handle or feel object, tools or controls. Ability to hear calls for help, groaning, listen for breath sounds, hear BP, etc.; good eye-sight for far vision, near vision, to operate a motor vehicle and to distinguish colors. Employee must be able to detect odors. Must possess excellent manual/finger dexterity to perform CPR, bandage patients, use air bag ventilators, etc. The position involves physically hazardous functions under emergency conditions. Must be able to connect and pull and operate hose lines; operate a pump; position and climb ladders/stairs; lift/carry equipment or persons weighing more than 100 pounds; push; climb; stoop; kneel; crawl; and reach with hand and arms; ability to work in confined spaces. Performance of work also involves standing and walking for long periods of time. Physical agility is required to access all areas at the scene of a fire. Wears protective equipment weighing over 50 pounds. Performs strenuous physical efforts during emergency or training activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke. Required to detect odors and have temperature sensitivity. Ability to hear and talk. Physical ability to drive a car, fire apparatus, and ambulance.

(This 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.)

Approved September 2019

**Fire Chief
Town Administrator**