

**TOWN OF TOPSWFIELD**  
**FULL-TIME FIREFIGHTER/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 Captain and in conformance with departmental regulations and professional standards

*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.)*

Performs emergency aid activities including administering first aid and resuscitation; supervises medical emergencies, delegates duties to firefighters/EMTs; administers Basic and Advanced Life Support when required; performs triage and prioritizes medical needs of multiple patients; calls for additional rescues when needed; communicates by radio or telephone to emergency room of local hospital in accordance with Massachusetts Statewide Treatment Protocols and the direction of the Affiliate Medical Doctor.

Performs firefighting activities utilizing fire hose, heavy stream appliances and extinguishers, and ladders; ventilates burning buildings, using forcible entry tools, if necessary; enters burning buildings to evacuate and rescue persons in danger and control fire. Protects fire-damaged property by spreading salvage covers, removing excess water and debris, and securing buildings against rekindling, inclement weather, and trespassers.

Conducts rescue operations including technical rescue situations utilizing department equipment and tools as necessary. Administers advanced medical aid and resuscitation whenever necessary. Prepares victim to be transported by ambulance; drives ambulance and fire apparatus.

Prepares electronic patient care reports for the purpose of billing, quality and control checks, general filling and proper documentation.

Responds to and assists in the control and mitigation of hazardous materials emergencies. Responds to and assists in controlling the effects of environmental emergencies, i.e. earthquakes, hurricanes, floods, etc., including performing rescues and evacuations.

Administers advanced medical aid and resuscitation. Performs emergency rescue and extrication work at accident scenes.

Assists in investigating the cause and origin of fires and explosions.

Cleans, maintains, repairs and tests fire apparatus and equipment, and fire hose; maintains clean and orderly condition of fire station and performs minor maintenance, repairs, housekeeping and grounds keeping duties around the station.

Cleans, maintains inventory, and repairs the departments breathing apparatus and schedules hydro testing of the cylinders.

Maintains inventory of all EMS equipment and supplies. Reviews and recommends equipment and supply purchases and replacements. Ensures that ALS level ambulances are equipped to handle all calls with the greatest ability for the people it serves.

Perform weekly inspections on the ambulance to make sure they meet OEMS standards for the Basic and Advanced life support levels.

Conducts inventories of department equipment and emergency medical supplies.

Trains other personnel as necessary.

Attends department meetings, drills and training classes in firefighting, rescue, emergency medical work, and related subjects as outlined in the Department Rules and Regulations.

May develop training, scheduling and oversees recertification process.

Performs similar or related work as required or directed.

### **Recommended Qualifications:**

#### **Education, Training and Experience:**

##### **Minimum Qualifications:**

High School Diploma or equivalency is required; Associates or Bachelor's Degree in a related field is preferred. One year of field experience as an Emergency Medical Technician at the basic level is required.

##### **Preferred Qualifications:**

National Certification as EMT-Paramedic; Three years of field experience at the paramedic level is highly advantageous; Completion and certification as Firefighter I/II from ProBoard is required within 12 months of hire.

OR

Completion and certification as Firefighter I/II from the Massachusetts Firefighting Academy is required; National Certification as EMT-Paramedic is required within 12 months of hire.

Or any equivalent combination of education and experience.

Special Requirements:

Possession of a valid motor vehicle operator's license.  
Massachusetts EMT-B Certification  
National EMT-B Certification  
National EMT-P Certification required within 12 months of hire  
ProBoard Certified Firefighter I/II  
Advanced Cardiac Life Support  
NIMS 700, ICS 100&200  
Hazardous Materials Operational  
PALS

Residency Requirements:

Residency within 15 miles of Topsfield, Massachusetts is required.  
Residency within 5 miles of Topsfield, Massachusetts is highly preferred.

Knowledge, Ability and Skill:

*Knowledge:* Thorough knowledge of all applicable Massachusetts General Laws relating to the Emergency Medical Services field. Comprehensive knowledge of critical incident stress and the debriefing process. 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 advanced medical aid and resuscitation techniques and their application.

*Ability:* Ability to communicate clearly and concisely in writing and orally, and to speak on behalf of the department. Ability to work with little daily supervision. Ability to respond accurately and professionally during stressful and emergency situations. Aptitude for and attention to detail and accuracy; read, write, add, subtract, multiply and divide. Must understand and follow safety work rules and operating guideline. Courage and emotional stability. Ability to apply standard firefighting and emergency aid techniques to specific situations. Ability to follow proper methods, procedures and safety precautions of a Firefighter and EMT. Ability to perform arduous tasks requiring physical endurance and agility under adverse conditions.

*Skill:* Skill in operating all fire-ems equipment and apparatus. Skilled in the use of all office equipment and all emergency tools, equipment and supplies. Skills in patient care and public relations. Skills in report writing, computer usage, driving, and two-way radio usage.

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**