

# City of Coquille

## JOB DESCRIPTION

Position: Firefighter/Paramedic  
Responsible to: Fire Chief  
Salary Range: \$40,128 to \$51,204  
Classification: Fire/Ambulance, Regular, Full-Time  
Location: Coquille Fire Station #1  
Coquille, OR

### **Introduction**

- Under general supervision of the Fire Chief, provides direct services, individually and as a member of a team in response to fire, rescue hazmat and other incidents.
- Additionally, a Paramedic/Firefighter will respond to medical emergencies and provide pre-hospital ADVANCED LIFE SUPPORT care to victims of injury or illness.
- A paramedic/firefighter is ordinarily the highest medical authority at an emergency medical scene and as such, makes medical decisions based on standing orders, protocols and orders from on-line and off-line medical direction.

### **Major Duties and Responsibilities**

- Performs complex diagnostic and medical procedures including, but not limited to: intravenous cannulation, endotracheal intubation, recognition of cardiac arrhythmias and administration of various medications.
- Drives and operates ambulance or other apparatus as assigned and/or operates as a member of medic unit or engine company.
- Accurately completes written and verbal reports on patient care to hospital emergency departments.
- Performs a thorough, daily inspection and pump check of the apparatus to which he/she is assigned; notifies fire chief of any condition requiring repair or maintenance; insures that the inventory of supplies and equipment is complete; assures that apparatus, equipment and records are maintained and in good order.
- Comprehends and documents complete and accurate patient histories.
- Checks medications and equipment daily to ensure proper control and inventory.

- Participates in firefighting duties as assigned and according to the Paramedic/Firefighter's certification level as described in the minimum qualifications section and duties as outlined in the Firefighter I or II training qualifications description at DPSST.
- Lays hose lines, operates nozzles, pumps and hydrants; utilizes fire extinguishers and performs other actions to suppress fire; operates hydraulic, pneumatic, manual and power tools.
- Participates in salvage operation and post fire operations; uses salvage covers, floor runners and other related equipment to reduce property damage from heat, smoke, fire, gases, and water.
- Participates in drills and training evolutions as directed.
- Participates in fire and life safety inspections of commercial and residential properties; checks operating condition of hydrants.
- Cleans and performs general maintenance of fire equipment and fire stations.
- Responds to scenes of accidents or acute illness for which emergency medical care has been requested.
- Required to transfer, lift and move patients while employing appropriate safety and lifting techniques.
- Responds to hazardous materials incidents at an awareness level and responds to other calls for assistance as requested by the public.
- Participate in public education programs in schools, civic groups and other locations as requested.
- Conducts/leads departmental training sessions on topics related to the employee's job functions.
- Instructs "hands on" training sessions to all fire and EMS personnel on training nights
- Utilizes city computer system for patient care reports, documentation, record keeping, pre-incident planning and other job related functions.
- Drives and operates fire apparatus under the direction of the fire chief and according to procedures as outlined in Coquille Fire Department OGS.
- Performs related duties as required.

### **Supervisory Controls**

The Fire Chief outlines the overall fire department/ambulance program objectives and priorities, time limits and personnel resources available. The employee plans and schedules recurring work, handles problems and completes work using own initiative, exercising judgment according to previous training, experience and instructions.

Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with laws, regulations, policies and procedures.

The fire chief directly supervises the professional and volunteer staff of the fire department.

### **Knowledge, Skills and Abilities**

- Familiarity with existing triage, treatment and patient transport protocols.
- Familiarity with standing orders provided by off-line medical director.
- Proficiency in advanced life support procedures.
- Knowledge of medical terminology.
- Ability to follow both written and oral communication; ability to communicate in a written and verbal manner; ability to exercise appropriate safety tactics in firefighting and medical emergencies.
- In addition to basic life support (BLS) skills, must be proficient in advanced life support (ALS) skills including but not limited to IV therapy, cardiac monitoring, advanced airway control and a variety of medication therapies.
- Ability to handle high levels of personal stress and to maintain composure under a variety of adverse conditions, including verbal and physical abuse, witnessing death and critical injuries and experiencing risk of personal harm.
- Working knowledge of the goals and objectives of City of Coquille fire control program; working knowledge of effective techniques and methods of fire suppression and control; working knowledge of effective operation of policies and procedures established for the Fire Department; some knowledge of hazardous substances and their control.
- Skill in the operation of the apparatus to be driven; skill in maintenance of equipment and station; skill in operation of fire and emergency medical service equipment.
- Skills with Fire pumps, SCBA, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, vehicle, personal protective gear, personal computer.
- All equipment listed on State of Oregon's required equipment list for paramedics, including but not limited to defibrillators, medical suction equipment, cardiac monitors, intubation equipment, and IV and medication administration equipment.

### **Qualifications ,Experience, Education**

- Must have high school diploma or the equivalent (GED).
- Certification and licensure as a Paramedic by the Oregon State Health Division
- Must maintain state-mandated continuing education requirements, including current American Heart Association (AHA) certification in Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS), or equivalent.
- Must possess a valid Oregon Driver license
- Must complete department's emergency ambulance driving class (EVOC).
- Must live within 20 minutes of the fire station or be willing to relocate within 6 months of hire.

## **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to manipulate, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and or smell. The percentage of these activities listed, vary on a day to day basis. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must be able to move objects between 20-50 pounds short distances (20 feet or more), perform duties requiring pulling of 40 pounds or more such as removing hose from apparatus, pulling ceilings, starting power equipment, and opening doors on the apparatus, as well as frequently lift objects weighing 50 to 100 lbs. In conjunction with a team, be capable of lifting patients in excess of 500lbs

## **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.

While performing the duties of this job, the employee regularly works in outside weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistant, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particulates, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMT/Paramedic activities when noise levels may be loud.

The employee will be required to work 24 hours on duty and receive 48 hours off duty. During this time the employee may experience several interruptions of sleep, meals and/or other activities. The employee will be expected to perform essential job functions despite the potential for fatigue resultant from extended shift work.

Coquille Firefighter/Paramedic Job Description

Signature Page

I, \_\_\_\_\_ have read the job description for the Coquille Firefighter/Paramedic.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_