



RADNOR FIRE COMPANY

JOB DESCRIPTION - CAREER STAFF PARAMEDIC/FIREFIGHTER

POSITION TITLE: Career Staff Paramedic/Firefighter

DEPARTMENT: EMS/FIRE

APPOINTING AUTHORITY: Board of Directors

SUPERVISOR: Platoon Shift Supervisor

DATE APPROVED: 04/24/2014

GENERAL PURPOSE

Perform emergency patient care, fire prevention and suppression, inventory control, maintenance of fire/EMS equipment, fire apparatus, EMS vehicles and fire station.

ESSENTIAL DUTIES AND RESPONSIBILITIES – Paramedic/Firefighter

Paramedic:

Performs duties as a certified Emergency Medical Technician – Paramedic (EMT-P), according to certifications, protocols, standards and policies set forth by the Pennsylvania Department of Health, local Medical Director and Radnor Fire Company.

Perform advanced level patient care during an emergency incident.

In addition to patient care responsibilities, may serve as a driver of EMS vehicles.

Maintain required EMS training certifications by the Pennsylvania Department of Health, local Medical Director and Radnor Fire Company.

Perform general maintenance of the fire station, EMS vehicles and equipment as outlined on the respective Daily Checklist.

May be assigned to develop plans regarding emergency preparedness and EMS training programs for the Radnor Fire Company.

Prepare and present programs to the community regarding life safety and emergency medical subjects.

May assist in the training of new staff.

Perform other duties as assigned.

Firefighter:

Performs duties as a certified Firefighter, according to certifications, standards, policies and procedures set forth by the Pennsylvania Office of the State Fire Commissioner and the Radnor Fire Company.

Perform fire prevention and suppression activities.

In addition to fire prevention and suppression activities, may serve as a driver of fire apparatus.

Maintain required fire training certifications by the Radnor Fire Company and pursuant to the Pennsylvania Office of the State Fire Commissioner.

Perform general maintenance of the fire station, fire apparatus and equipment as outlined on the respective Daily Checklist.

May be assigned to develop incident response pre-plans and fire training programs for the Radnor Fire Company.

Prepare and present programs to the community regarding life safety subjects.

May assist in the training of new staff.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- 1) Possess a High School Diploma (Associates degree or higher preferred).
- 2) 2 years experience as primary care provider in 9-1-1 EMS setting.
- 3) 2 years experience driving ambulances and fire apparatus in 9-1-1 setting.

Certifications:

Paramedic

- 1) Current Pennsylvania Department of Health certification as an Emergency Medical Technician-Paramedic (EMT-P).
- 2) Current Health Care Provider Cardio Pulmonary Resuscitation (CPR)/Automatic External Defibrillator (AED).
- 3) Current American Heart Association Advanced Cardiac Life Support card (ACLS).
- 4) Current American Heart Association Pediatric Advanced Life Support card (PALS).
- 5) Current Commonwealth of Pennsylvania Driver's License (Class C).
- 6) Emergency Vehicle Operator Course (EVOC).
- 7) FEMA National Incident Management System (NIMS) 100, 200, 700 and 800.
- 8) Current Hazardous Materials Operations (NFPA 472).
- 9) Pre-Hospital or International Trauma Life Support (PHTLS or ITLS) – *Preferred*.

NOTE: The Paramedic/Firefighter is responsible to maintain required certifications as a condition of employment.

Firefighter

- 1) Firefighter I (NFPA 1001).
- 2) Firefighter II (NFPA 1001).
- 3) Pennsylvania Department of Health Basic Vehicle Rescue Technician.
- 4) Current Commonwealth of Pennsylvania Driver's License (Class C).

- 5) Emergency Vehicle Operator Course (EVOC).
- 6) Pump Operations.
- 7) Aerial Operations, if approved to drive Quint 15.
- 8) Current Hazardous Materials Operations (NFPA 472).
- 9) FEMA National Incident Management System (NIMS) 100, 200, 700 and 800.
- 10) Possess a valid Commercial Driver's License for Class 'B' vehicles – *Preferred*.

NOTE: The Paramedic/Firefighter is responsible to maintain required certifications as a condition of employment.

CHAIN OF COMMAND

The employee will report to the Platoon Shift Supervisor of their assigned Platoon for that day. Any performance concerns will be initially addressed by the immediate Platoon Shift Supervisor for resolution. If unresolved, the concern will be escalated the Administrative Director (Career Staff Supervisor).

For benefits and payroll concerns, not performance concerns, the employee may directly contact the Administrative Director with prior notification to the respective Platoon Shift Supervisor.

During a BLS emergency, the EMT Crew Chief will manage the incident.

During an ALS emergency, the EMT-P will manage the incident.

During a fire emergency, the Fire Line Officer will manage the incident.

EMPLOYEE HANDBOOK

The Radnor Fire Company Employee Handbook will provide overall guidance for performance and standard of conduct.

PRE-EMPLOYMENT

All candidates for employment who have received a conditional offer of employment must submit to the following three aspects of the pre-employment process:

- 1) Medical Examination
- 2) Drug Screening
- 3) Background Investigation

Failure to successfully pass all three of these aspects will result in the revocation of the offer of employment.

ANNUAL PHYSICAL FITNESS EXAMINATION

As adopted on July 1, 2011, annual medical examinations are mandatory in accordance with NFPA 1500: Standard on Fire Department Occupational Safety and Health Program.

TOOLS AND EQUIPMENT USED

Calculator, copy machine, personal computer, fax machine, telephone, measuring devices, camera, power tools, hand tools, shovels, brooms, ladders, exhaust fans, automobile, EMS vehicles, fire apparatus, patient restraints, medical equipment, oxygen, general medical equipment, patient lifting devices, breathing apparatus, steel-tip boots,

hearing and eye protection, and Personal Protective Equipment (PPE).

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 stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, taste and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 130 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 emergency incidents and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. It is reasonably anticipated that the individual will be exposed to blood-borne pathogens and other infectious materials in the course of their duties.

The noise level in the work environment is usually moderate, except during certain emergencies or fire/EMS activities when noise levels may be loud.

The duties listed 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.

Any questions related to this job description are to be directed to the Administrative Director. In his/her absence, the Human Resources Committee Chairperson will be contacted.

THE MISSION OF THE RADNOR FIRE COMPANY OF WAYNE IS TO PROTECT THE LIVES AND PROPERTY OF THE RESIDENTS, BUSINESSES AND VISITORS OF RADNOR AND TREDYFFRIN TOWNSHIPS AND SURROUNDING COMMUNITIES. OUR PERSONNEL WILL RESPOND IN A RAPID AND SAFE MANNER TO PROVIDE FIRE SUPPRESSION, SAFETY EDUCATION, EMERGENCY MEDICAL AND OTHER SERVICES IN ACCORDANCE WITH NEED.

Originated 07/01/2011

Revised 04/24/2014

CCS/ECB