

**City of Dunedin, Florida
Class Description**

**JOB TITLE: Firefighter/EMT
Fire Department**

GENERAL STATEMENT OF JOB

Under general supervision, responds to fire, medical and other emergency calls promptly in order to protect the lives and property of those in need of assistance. Provides emergency medical treatment at the EMT level; ensures quality medical treatment and transportation for patients to appropriate medical facilities. Performs duties in accordance with all established policies, procedures and medical protocol. Maintains vehicles, supplies and equipment, and prepares required records and reports. Reports to the Fire Lieutenant.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Responds to and provides assistance in emergency situations -- including fires, medical emergencies, hazardous material incidents, rescue operations, public evacuations, auto accidents and other emergencies.

Performs fire suppression duties as necessary to protect the lives and property of those in need of assistance.

Responds to emergency calls, providing basic life support treatment and first aid to patients, as well as transportation to appropriate medical facility. 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.

Firefighter/EMT, Fire Department

Assists in securing accident scenes as necessary, performing such duties as gathering information, preserving evidence, providing crowd/traffic control and assisting with auto extrication.

Maintains communications with dispatcher, 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.

Completes required records and forms documenting patient treatment.

Follows established procedures for the handling, removal and disposal of hazardous materials in the event of a spill, leak, explosion or other emergency situation.

Performs all duties in accordance with established protocol, policies and procedures.

Operates a fire engine, ambulance and a wide range of life-saving / life supporting equipment; fire suppression equipment, hand and power tools, generator, extrication tools, safety gear, siren, medical instruments and supplies, two-way radio. Operates a computer and other basic office equipment as required.

Maintains inventory of medical, fire and station supplies and equipment. Restocks equipment in preparation for subsequent responses and shifts. Orders supplies as needed.

Participates in vehicle, equipment, facility and grounds safety inspections, cleaning and maintenance.

Participates in disaster preparedness, response, mitigation and recovery planning and implementation.

Participates in the training of department personnel.

Participates in fire prevention and education activities within the community.

Completes and submits reports regarding department activities; enters data from reports into computer.

Keeps abreast of new technology, methods and regulations for fire prevention and suppression operations; attends meetings and continuing education classes

Firefighter/EMT, Fire Department

as required and/or appropriate.

Participates in physical conditioning activities as required.

Remains on call 24 hours per day for emergencies.

ADDITIONAL JOB FUNCTIONS

Performs general office duties as required, including entering computer data, preparing reports and records, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school or GED equivalent with one year of experience..

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess the following certifications: Florida Firefighter II, Florida EMT, and CPR.

Must have ability to be Pinellas County EMS EMT certified within one year from date of hire.

Must have successfully completed the National Testing Network's Candidate Physical Ability Test (CPAT) within one year prior to the application closing date.

Must possess a valid Florida driver's license.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Firefighter/EMT. Is knowledgeable in the laws, ordinances,

Firefighter/EMT, Fire Department

standards and regulations pertaining to the specific duties and responsibilities of the position. Has the ability to perform fire suppression duties with skill and safety. Has knowledge in all proper techniques used by EMTs. Is skilled in administering first aid and CPR as needed, as well as other medical treatments and assistance. Is capable of rescuing persons trapped in buildings and autos. Has knowledge of protocols and the appropriate use of same. Is able to recognize signs and symptoms of various illnesses. Is able to make sound, educated decisions that affect lives. Is able to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others. Is able to react quickly and calmly in emergency situations. Is able to perform according to standards despite working long hours and intense, exhausting schedules. Has knowledge of various hazardous materials and the proper procedures for handling and/or disposing of such materials. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Is able to show a high level of discretion and flexibility in daily operations. Is able to make sound, educated decisions. Has the ability to speak and understand the English language

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analyses to established standards for the purpose of recognizing actual or probable interactive effects and relationships. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations. Is able to provide effective training as required. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of modern office practices and technology. Requires the ability to use, operate and/or handle office equipment such as a telephone, computer, etc.; and to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments. Has thorough knowledge in the areas of fire science, hydraulics, electrical, fire codes and ordinances, etc. Has the ability to perform inspections and maintenance of fire extinguishers, fire hoses, fire suppression systems and fire detection systems. Knows how to utilize various pieces of fire-fighting, medical and rescue equipment and tools in a

Firefighter/EMT, Fire Department

safe and efficient manner.

Verbal Aptitude: Requires the ability to use a variety of reference, descriptive and/or advisory data and information. Is knowledgeable of medical terminology as related to pre-hospital treatment and medicine, and is able to interpret and use legal terminology as required.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to use basic geometric and algebraic principles and calculations.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Is able to read and interpret complex materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving high risk to the organization and community. Knows how to determine and ensure safety at the scene of emergencies. Has the ability to use independent judgment and discretion in critical situations such as response to natural and man-made emergency/disaster situations. . Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

ADA COMPLIANCE

Physical Ability: Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderately heavy weight (20-50 pounds), and occasionally heavier objects and materials (up to 100 pounds). Office tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive

Firefighter/EMT, Fire Department

movements, such as data entry and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks require exposure to fire hazards, adverse weather conditions, extreme temperatures, wetness/humidity, dirt/dust/pollen, strong odors, fumes, noise extremes, machinery hazards, vibrations, electric currents, traffic hazards, toxic/poisonous agents, violence, disease/pathogens.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Fire Chief

9/24/19

Date