

Menlo Park Fire Protection District

**FIREFIGHTER/EMT**

(Safety, full-time, non-exempt, represented, benefited position)

Class Description

**Definition**

Under general supervision of a Fire Captain, a Firefighter/EMT performs firefighting and fire prevention duties and rescues; other administrative duties as assigned; renders emergency first aid and medical treatment; maintains all fire department apparatus and equipment; assists in training programs and public education activities; and performs related work as required.

**Distinguishing Characteristics**

This is a fully skilled, journey classification requiring the ability to perform the full range of duties that may be assigned to positions in the class. Employees in this class engage in the suppression or prevention of fires. The work involves responsibility for preventing loss of life and property and minimizing the effect of injuries in emergency situations. It is frequently performed under hazardous conditions requiring rapid response and strenuous physical exertion. Major elements of the work are participation in responses of emergency situations, in service training, first aid, and communications equipment. Work is performed under close or general supervision depending on the nature of the assignment. A firefighter is required to exercise initiative and discretion when faced with emergency conditions. It is distinguished from Firefighter/Paramedic by the lesser requirement of an EMT-1 certification and the responsibility for performing Basic Life Support functions, as opposed to the EMT-P certification and Advanced Life Support responsibilities of the Firefighter/Paramedic.

**Typical and Important Duties**

**(The following is a representative list of essential duties; it is not intended to be a comprehensive list of all duties that may be assigned to positions in this class.)**

1. Responds to fire alarms, emergency medical calls, and emergency rescues and performs required emergency services;
2. Provides basic emergency medical treatment to injured or ill persons; calms victims and other persons involved at the scene;
3. Inspects residential, commercial and industrial properties to discover and eliminate potential hazards and complies with fire codes, ordinances and laws;
4. Assists in performing station and grounds maintenance activities; cleans equipment, vehicles and living quarters;
5. Checks the condition of fire apparatus and appliances for proper working order;
6. Completes maintenance work on fire apparatus, fire hydrants, other appliances and equipment;
7. Performs firefighting tactical duties which include hose line operations, use of ladders and ventilation procedures; performs life saving rescue operations; operates portable fire extinguishers;
8. Participates in the clean up and overhaul operations at scene of emergencies;
9. Conducts company or District training on firefighting methods;

10. Takes part in fire prevention activities such as public education and training;
11. Continues own training and education programs by individual study and participation in scheduled drills and classes;
12. Makes incident reports and other reports as directed; participates in committees and similar organizational activities;
13. Provides technical and functional work direction to others as required; plans and checks the work of others as assigned;
14. Works safely and follows policies, practices and procedures related to work safely; calms victims and other persons involved at the scene;
15. May serve as Acting Fire Engineer or Fire Captain when assigned and upon meeting all requirements of that classification to which temporarily assigned;
16. Remains current with changes in education, technology, rules, regulations and laws related to the work;
17. Accepts responsibility for meeting all requirements for recertification and licensing/endorsements; passes all qualifying exams;
18. Prepares and presents simple reports, files, logs and records as required;
19. Promotes good community relations by making public presentations and conducting demonstrations; and
20. Performs other related duties and responsibilities as assigned.

### **Job-related Qualifications**

#### *Knowledge of:*

- Modern fire suppression and basic emergency medical principles, practices and equipment;
- Laws, codes, ordinances and regulations governing fire prevention;
- Departmental policies and procedures, rules and regulations; and
- Basic arithmetic.

#### *Ability to:*

- Carry out complex oral and written instructions;
- Read, interpret, explain and apply fire prevention laws and rules;
- Analyze problems and take effective action in emergencies;
- Learn the geography of the District;
- Drive an automobile and operate firefighting equipment;
- Use a variety of hand and power tools;
- Maintain good physical conditioning in order to perform strength and agility tasks;
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions;
- Understand and act in accordance with department rules and instructions of written firefighting techniques and procedures, together with skill in applying them to specific situations;
- Establish and maintain cooperative relationships with employees, supervisors, and the public;
- Learn and effectively apply local, state, and federal codes, laws, and regulations;
- Represent the District effectively and professionally in contacts with representatives of other agencies and the public;
- Effectively resolve customer service issues;
- Recommend process improvement changes to streamline procedures;

- Perform assignments and maintain equipment in a safe manner; understand and effectively carry out safety policies, rules, and regulations; properly use safety equipment;
- Assume personal responsibility for completing shared work tasks in cooperation with other members of a team living in a dormitory-like setting;
- Show tolerance, tact and respect for others in support of District policies for promoting a harmonious workplace;
- Receive direction from supervisors and co-workers to accomplish shared tasks and meet team goals; readily accept constructive criticism, mentoring and coaching; and
- Maintain confidentiality regarding sensitive information.

*Skill in:*

- Using and manipulating a variety of hand and power tools, medical equipment and instruments and apparatus;
- Basic keyboarding; and
- Operating a personal computer and appropriate worked-related applications, such as including word processing, calendaring, and e-mail systems, etc.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

*Experience:* None required.

*Training:* Equivalent to graduation from high school. College level course work in fire science or related field is desirable. Satisfactory completion of San Mateo Fire Academy or other District approved fire academy.

### **Licenses and Certificates**

All licenses and certifications must be maintained as a condition of employment.

- Possession of or ability to obtain by date of appointment, a valid class C or higher California driver's license; and a safe driving record; and
- Possession of a valid, current State of California Emergency Medical Technician (EMT-1) Certificate; and
- Possession of a valid, current Basic Life Support (BLS) certificate.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* Ability to lift and carry 50 pounds; vision to read printed materials and a computer screen, close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus; hearing and speech to communicate in person and over the telephone; use hands to finger, handle or feel objects, tools or controls; stand, walk, sit or reach with hands and arms, climb or balance, stoop, kneel or crouch, crawl, job or run; dexterity for the operation of special tools and equipment used in firefighting/paramedic activities; remain emotionally stable and calm in emergency and stressful situations as work is frequently performed under hazardous conditions requiring rapid response and strenuous physical exertion.

*Work Environment:* Mobility to work in a typical office setting or field environment with exposure to dust, cold/heat, noise, vibration, confining work space, chemicals, mechanical hazards, and in the presence of victims of death and/or dismemberment.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; may work protracted and irregular hours.

Approved: October 2012

Revised Date: March 2012

Former Titles: Firefighter

Abolished:

Bargaining Unit: IAFF

ADA Review:

DOT:

Physical: Class

Status: Non-exempt

EEOC Category:

Job Code:

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