POSITION TITLE: Paramedic-Firefighter  
POSITION STATUS: Full-time Paid; “At-Will”  
FLSA CLASSIFICATION: Non-Exempt  
REPORTS TO: Company Officer (Lieutenant or Captain)  

POSITION DESCRIPTION EFFECTIVE DATE: July 29, 2014  

This position description is established by the Cimarron Hills Fire Protection District (“District”) to outline the basic requirements, duties and general responsibilities of the Paramedic-Firefighter position.  

This position is “at-will,” which means the Fire District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal, State and local law. Similarly, the employee may terminate the employment relationship for no reason at any time.  

SUMMARY OF POSITION:  
The Cimarron Hills Paramedic-Firefighter responds safely to and mitigates emergency and non-emergency incidents such as, but not limited to, fire, medical, rescue, and environmental related. Additional duties include, but are not limited to, prevention, education, and preparedness, as well as participation in a variety and high frequency of training activities. Paramedic-Firefighters also perform maintenance and repairs on Department vehicles, equipment and facilities.  

REPORTING RELATIONSHIP:  
The Paramedic-Firefighter works under the direct supervision and guidance of the Company Officer (Lieutenant or Captain).  

DUTIES AND RESPONSIBILITIES:  
1. Respond to alarms and protect life and property through the prevention and extinguishment of fires. Assist in the preservation of evidence to determine the origin and cause of fire.  
2. Select and employ proper strategies and tactics in the mitigation of emergency incidents.  
3. Perform emergency advanced life support in accordance with all applicable emergency medical protocols, Federal, State and local laws, and the District’s rules, policies and procedures.  
4. Inspect and re-inspect special systems, new and existing commercial, industrial and other buildings for fire hazards, efficiency of fire protection equipment, adequacy of exits and fire escapes, and general compliance with applicable Fire Codes and nationally recognized standards.  
5. Attend regular training sessions to learn, refresh and practice fire fighting, EMS and rescue skills and methods.  
6. Perform regular maintenance of District apparatus, tools and equipment in order to ensure they are kept clean and in good working order.  
7. Ensures that the apparatus and equipment is clean, functional, well maintained, and always in a state of readiness.
8. Perform maintenance of stations and grounds to ensure they are kept clean, safe, stocked, locked and in good working order.

9. Consistently and correctly follow the District’s rules, policies and procedures.

10. Ensure complete, accurate and timely preparation and maintenance of District records and reports, to include completion of incident reports assigned within Department parameters.

11. Consistently promote a professional image of the District at all times.

12. Assume the role of Division/Program Coordinator assisting other members and officers in various administrative duties and special assignments, including, but not limited to, a) development and implementation of the District’s equipment, apparatus, stations and grounds evaluation and maintenance programs; b) development and implementation of the District’s training and public education programs; c) development and maintenance of the incident reporting system; d) development and implementation of the purchasing and inventory programs; e) development and implementation of special programs, such as hazardous materials or operational programs. Otherwise known as Division and Program Administration.

13. Make use of safety equipment at all times, to include seatbelts whenever a vehicle or apparatus is in motion.

14. Stands accountable for operating and maneuvering vehicles in a safe, professional, and prudent manner at all times.

15. Conducts daily, weekly, monthly and annual vehicle and equipment checks.

16. Drive vehicles as assigned in emergent and non-emergent situations while adjusting speed for conditions and utilizing defensive driving techniques.

17. Position vehicles correctly for incident scenes.

18. Observe all state laws, department policies, department procedures and rules, and provide for the safety of others.

19. Function in a higher capacity as an acting company officer, relief driver/engineer, and/or division/program manager when assigned.

20. Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to make sound decisions in extremely stressful and life threatening situations. Willing to make timely, fact based decisions; ability to handle uncertainty and clarify ambiguities timely and effectively. Ability to see unusual aspects of a problem and find unique solutions; evaluate results for effectiveness.

2. Possess and demonstrate a comprehensive knowledge of the District’s rules, policies and procedures, including, but not limited to, the rules, policies and procedures contained in the District’s Member Handbook and the Standard Operating Procedures.

3. Possess and demonstrate proficiency and knowledge of fire behavior, fire chemistry, firefighting safety, effective firefighting tactics, hazardous materials, technical rescue and advanced life support emergency medical skills and methods with ability to access and implement this knowledge during high stress and critical events.

4. Demonstrate a commitment to keep abreast of current developments in the fire and emergency medical services.

5. Ability to use mechanical skills to perform basic maintenance and repairs on District stations and associated equipment.

6. Continually support a motivational atmosphere for all department members.
7. Demonstrate a courteous and professional manner to the public, paying particular attention to personal hygiene and cleanliness.

8. Maintain composure and a professional attitude under stressful conditions. Demonstrate mature, professional and appropriate conduct at all times and in all places, employing ethics, integrity, honesty and a cooperative teamwork atmosphere.

9. Demonstrate ability to create a work environment in which reserves, volunteers and employees can be open and at ease with each other. Ability to promote and maintain a positive, effective team environment. Ability to establish and maintain harmonious relationships and mutual respect among team members.

10. Demonstrate ability to recognize and accept constructive criticism. Utilize training, direction, delegation and accountability to improve team skills. Provide assistance to teammates in resolving conflicts. Encourage individual initiative.

11. Demonstrate ability and initiative for continual self-development; work with crew members in preparing and implementing realistic self-development plans; support appropriate job changes and promotions.

12. Demonstrate consistent ability to work as needed to achieve results and/or meet targets within established time frames.

13. Demonstrate sound judgment and the ability to receive feedback and suggestions, initiating regular discussions with crew members.

14. Demonstrate effective listening and speaking skills. Produce clearly organized and easily comprehended written communications. Maintain an open line of communication with superiors and crew members.

15. Proficient in setting goals, receiving delegated tasks effectively without close supervision, and contributing with new ideas.

16. Schedule work for the most efficient and effective performance of activities and elimination of unnecessary activities. Handle multiple responsibilities simultaneously, prioritize responsibilities appropriately, and perform responsibilities in a thorough and timely manner.

17. Demonstrate ability to meet performance or quality control standards. Ability to deliver results, set control parameters in terms of time, dollars, and budgets.

18. Ability to adapt to necessary changes in operations; willing to try new ideas.

QUALIFICATIONS:

Experience:
1. Previous job experience of at least two (2) years as a practicing EMT-Paramedic within an Emergency Medical Services organization preferred.
2. Must be twenty (21) years of age.
3. Previous Firefighter experience is preferred.

Education:
1. Must possess a High School diploma or G.E.D., as a minimum educational requirement.

Certificate or licenses:
Must satisfy, maintain, and keep current all District, State and Federal Certification and/or Licensure requirements for the following:

1. Must possess, or be eligible to obtain within thirty (30) days of appointment to the position, and maintain a valid Colorado driver’s license.
2. Accredited Firefighter II certification
3. Accredited Hazardous Materials Operations certification
4. National Registered or Colorado State Emergency Medical Technician-Paramedic certification
5. Pre-Hospital Trauma Life Support (PHTLS) or equivalent
6. American Heart Association (AHA) Advanced Cardiac Life Support (ACLS)
7. AHA Pediatric Advanced Life Support (PALS)
8. Cardio Pulmonary Resuscitation (CPR) for the Healthcare Provider.

Within one year, must successfully obtain the following:
9. NIMS 100
10. NIMS 200
11. NIMS 700
12. NIMS 800
13. NWCG S130/190
14. Current Wildland Red Card at the Arduous Level

PHYSICAL, ENVIRONMENTAL AND OTHER REQUIREMENTS:

Physical Requirements
1. **Strength and Mobility** – Mobility to move to and from various points within the District facilities and within the outdoor environment. Must possess the ability to lift items in excess of one hundred fifty (150) pounds occasionally and up to eighty (80) pounds frequently.
2. **Auditory** – Ability to understand and follow oral instructions in the English language.
3. **Verbal** – Ability to participate in routine conversation in person or via telephone in the English language.
4. **Visual** – Must be able to distinguish circumstances/situations, written materials and other details concerning District facilities and emergent scenes from distances both near and far.

Environmental and Other Requirements
This position requires work in a variety of locations and conditions, including living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

1. A portion of this position will involve sedentary, administrative work in an office environment.
2. Strenuous physical activity under extreme adverse conditions will be required frequently.
3. This position requires standing, running, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping digging, spraying, reaching over head, reaching away from body, and repetitive motion.
4. Will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20 degrees) Fahrenheit and in excess of one hundred degrees (100 degrees) Fahrenheit.
5. Work may be performed under dangerous, hazardous and adverse conditions, including, but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
6. Work may result in exposure to contaminated environments, including, but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts.
7. Work may result in exposure to individuals or blood-carrying infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, etc.
8. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
9. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
10. This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.
11. This position will involve periods of high physical, mental and/or emotional stress.

RELATIONSHIPS:

1. Community Members and Visitors – Multiple daily interactions by personal contact, telephone, and written computer communication (E-mail).
2. Co-workers – Multiple daily interactions responding to emergency and non-emergency situations, to facilitate the coordination of daily company operations and staffing, exchange of information, to complete administrative and operational tasks related to fire stations and district buildings, manage program needs, purchases, inspection assignments, and documentation.
3. Fire Department Company Officers – Multiple daily interactions by telephone, written computer communication (E-mail), radio, and personal contact: coordination of daily company staffing, coordination of unit status and distribution, exchange of information.
4. Fire Department Chief Officers – Multiple daily interactions by telephone, radio and personal contact: staffing of fire companies, status monitoring and distribution of companies, processing of personnel issues, exchange of information, and incident management operations.
5. Other contacts as assigned, required, or needed.

ACKNOWLEDGEMENT:

I acknowledge receipt of this position description and agree to perform within the parameters established.

______________________________  __________________________
Signature                              Date

______________________________
(Print Full Name)

______________________________  __________________________
Fire Chief                             Date