

**Town of Exeter, New Hampshire
Position Description**

Position Title: **Firefighter/Paramedic** Department: Fire # 409
Reports To: Lieutenant Date: September, 2013

GENERAL SUMMARY:

Works under the direction of the Shift Lieutenant. Is responsible for containing, suppressing, and extinguishing fires, rescuing individuals from life threatening situations, and administering advanced life support services to injured persons, including transporting sick and injured to medical facilities.

ESSENTIAL JOB FUNCTIONS*:

- Responds to alarms to extinguish fires and protects life and property; drives department vehicles to the scene of emergencies; lays fire hoses and directs streams of water/chemical into fire; positions and climbs ladders to gain access to burning buildings; ventilates burning buildings; participates in site control at emergency scenes; assists in cleaning and returning department vehicles to fire station.
- Performs emergency rescues; provides basic and advanced life support as required; operates emergency care equipment during the transport of victims while relaying pertinent information to the hospital and administering medications.
- Conducts examinations of victims to determine the extent of illness or injury; documents patient's vital signs, and records all care and services rendered.
- Provides emergency care in accordance with established medical protocols and practices of the appropriate service area, hospital, treating physician, or other health professional.
- Performs educational and public relation activities including speaking to schools and civic groups.
- Performs routine maintenance of building, grounds, fire and rescue apparatus, equipment, vehicles, and tools; notes and reports safety problems to supervisors.
- Maintains current knowledge of profession through continuous training and drills in fire science, emergency medical services, hazardous materials, and rescue skills.
- May perform inspections of residential and business locations and assist other agencies, as necessary.

OTHER DUTIES AND RESPONSIBILITIES:

- Responsible for daily inventory of items and reordering of EMS supplies for the ambulance.
- Promotes and maintains responsive community relations.
- Performs other related duties as assigned.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:

Duties require knowledge of firefighting and emergency medicine equivalent to completion of an Associate's Degree and one to three years of related experience, or equivalent combination of education and experience. Must be certified by National Registry as an Emergency Medical Technician – Paramedic, and must be nationally or State of NH certified as Firefighter II. Must possess a valid New Hampshire CDL-B Driver's License, with air brake certification and tank endorsement. Must be Hazardous Materials Operational level certified.

- Knowledge of the Town, including target hazards, streets and water supply locations.
- Knowledge of modern fire fighting and rescue principles, practices, and procedures.
- Knowledge of advanced emergency medical procedures.
- Ability to read and comprehend all department regulations, policies, procedures, and follow written instructions.
- Ability to analyze emergency situations and adopt effective courses of action according to department procedures.
- Ability to perform basic mechanical and maintenance work on department equipment, vehicles, and facilities.
- Ability to communicate effectively both verbally and in writing; to establish positive public relations for the Town and department.
- Ability to perform effectively during stressful situations.

SUPERVISORY RESPONSIBILITY:

- May periodically supervise new probationary firefighters, advanced EMT's, and part-time call company personnel.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Regular periods spent in non-office environments including fire incidents and rescue operation locations.
- Exposure to possible infectious and communicable diseases and other biological hazards requiring exercise of appropriate safety and universal precautions.
- Regular lifting and carrying of fire equipment and medical supplies; regular ambulatory assistance to patients requiring appropriate use of body mechanics.
- Periods of standing, walking, carrying tools, climbing ladders, and hauling hose.
- May use computer keyboards requiring eye-hand coordination and finger dexterity.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, and/or NFPA 1582, must be able to perform the essential job functions (as listed in NFPA 1582 Chapter 5 – 5.1.1).**

Approved 1/28/12