

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Fire Medic	<b>STEP PLAN:</b>	Fire Medic
<b>DEPARTMENT:</b>	Fire Department	<b>JOB NO:</b>	5520
<b>DIVISION:</b>	Operations	<b>DATE:</b>	3/25/2012
<b>REPORTS TO:</b>	Fire Lieutenant	<b>FLSA STATUS:</b>	NE
<b>FULL-TIME:xxx</b> _____	<b>PART-TIME:</b> _____	<b>TEMPORARY:</b> _____	<b>COST CENTER:</b> 282

**REPLACES:** Fire Medic

**DATE:** 7/1/2011

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### **JOB SUMMARY STATEMENT:**

This is a highly skilled fire fighting, emergency medical services and fire prevention position. Extinguishes and prevents fires to protect life and property; performs basic and advanced life support care to the sick and injured, maintains fire station equipment, apparatus, quarters, and operating equipment; provides public education; and prevention duties. Work is performed in accordance with general supervision and written procedures, under the command of a superior officer.

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### **DUTIES AND RESPONSIBILITIES:**

1. Responds to emergency medical and fire calls, in accordance with standard practice guidelines, provides rescue and required emergency medical services. Drives and operates fire apparatus, as allowed by Department policy.
2. Operates saws, power jacks, and a variety of other extrication equipment and rescue tools, removes fire or accident victims to a safe location, and administers emergency medical care to the sick and injured.
3. Inspects and maintains emergency equipment and radios to insure proper operating condition, maintains an adequate supply of medical aid equipment and other disposable materials.
4. Listens to station, vehicle or portable radio and responds to fire alarms; lays and connects hoses, operates extinguishers, hose nozzles and direct fog and water streams, raises and climbs ladders, uses axes and similar tools to ventilate buildings and exposes hidden fire areas, participates in post-fire salvage operations such as protecting, removing and recovering contents.
5. Performs emergency rescue and required emergency medical services, such as cardiopulmonary resuscitation (CPR), and application of compresses, back and neck supports, braces and splints.
6. Pumps water to fire at a safe and effective pressure and ensures that hose-lines are properly located, monitors condition of equipment and apparatus during operation.
7. Participates in post fire salvage operations, such as removing and recovering household articles, mopping floors and cleaning debris.
8. Makes necessary adjustments or changes in operating generators, ventilation fans, foam units and similar equipment.
9. Checks equipment daily and inspects pumping equipment, ignition, batteries, brakes, and other equipment to see that the apparatus is in good working condition and reports defects, participates in the routine maintenance and basic mechanical repair of fire apparatus as directed.
10. Conducts a patient assessment and attempts to determine the illness or injury sustained by the patient.
11. Communicates with a physician and recommends medical treatment; receives orders from physician on approved treatment.
12. Supervises the appropriate treatment to the patient.
13. Serves as the attending paramedic in the ambulance while transporting the patient to the medical facility.
14. Supervises the transfer of patient care of the fire department to Med-Act or the medical facility.

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15. Conducts service checks and first-line maintenance to ensure that all medical equipment is ready at the start of each shift and following each incident.
16. Interprets EKG strips and assesses arrhythmia's that are noted.
17. Initiates intravenous therapy and pharmaceutical intervention.
18. Conducts invasive medical maneuvers such as heart pacing, endotracheal intubation, and other invasive airway procedures.
19. Makes independent medical decisions when communications cannot be established with a medical facility while following standing orders issued by the medical director.
20. Prepares state medical report to document the incident from the time of dispatch until transferred to the hospital.
21. Decontaminates apparatus, equipment, and clothing exposed to potential airborne or blood borne diseases.
22. Talks to residents, business owners, students, and community groups, performing public education fire prevention programs, demonstrations, and presentations in conjunction with the Prevention Division.
23. Performs general maintenance work in the upkeep of fire station buildings and grounds, cleans, waxes, polishes, and otherwise maintains assigned equipment and quarters; participates in a continuing program of training and instruction, including attendance at scheduled drills and classes.
24. Performs other duties as directed or required.
25. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
26. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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## **GENERAL QUALIFICATIONS**

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

High school diploma or GED. Associates Degree in Fire Science and/or Emergency Medicine is preferred. Must possess a Kansas Paramedic certification. Must be certified in Advanced Cardiac Life Support, Pre-Hospital Trauma Life Support, and Pediatric Advanced Life Support. Must possess a valid driver's license and maintain an insurable driving record.

Medical certification required for use of Self-Contained Breathing Apparatus. Must have a current EMCT and AED certification by the Kansas Board of EMS or National Registry. If National Registry certified, employee must obtain Kansas Board of EMS certification within first year of employment.

Employees hired prior to July 1, 2011 must be Firefighter 1 and Firefighter 2 qualified and have satisfactory progress with the ongoing competencies and requirements of the equivalent of National Fire Protection Association (NFPA) 1001 Professional Firefighter Qualifications, NFPA 472 Hazardous Materials Competencies for the First Responder at the Operational Level, and NFPA 1002 Fire Apparatus Driver/Operator Professional Qualifications and Certifications.

Employees promoted to Fire Medic or hired after July 1, 2011 must have Firefighter 1 and Firefighter 2 Certification in the State of Kansas or equivalent International Fire Service Accreditation Congress (IFSAC) or Pro Board Certification.

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**EXPERIENCE:**

None

**SKILLS:**

Good oral and written communication skills.

**MENTAL REQUIREMENTS:**

1. Knowledge of rescue and emergency medical principles, practices, and techniques.
2. Knowledge of modern fire fighting principles, practices, and procedures, including hydraulics.
3. Knowledge of the operating and maintenance requirements of the various types of apparatus and equipment used in fire fighting activities.
4. Knowledge of building construction.
5. Knowledge of fire alarm, fire sprinkler, and fire suppression systems.
6. Knowledge of the physical layout of the Department's service area, including fire hydrant and street locations.
7. Ability to perform basic and routine mechanical work involved in maintaining fire apparatus, equipment and tools.
8. Ability to analyze situations quickly and objectively and to determine proper courses of action.
9. Ability to establish and maintain positive, effective working relationships with supervisors, firefighters, and the public.
10. Ability to communicate effectively, orally and in writing.
11. Ability to write clear and concise reports.
12. Ability to maintain and/or improve knowledge, skills, and abilities, unassisted.
13. Ability to function in life/death situations relying on sight, hearing, smell and touch to make critical decisions while maintaining safety of others/self; acknowledge associated risk of bodily injury/death in performance of duties.
14. Ability to read, understand and adhere to all department guidelines, bulletins, directives, memorandums and policies.

**PHYSICAL REQUIREMENTS:**

1. Must pass Overland Park Fire Department physical requirements with a minimum result of good.
2. Ability to crawl, run, climb, bend, stoop, twist, reach, contort and lift up to 160 lbs. while wearing heavy protective gear weighing about 50 lbs.
3. Ability to work in intense life-threatening conditions.
4. Exposure to extreme temperatures and adverse weather conditions.
5. Exposure to carcinogenic dusts, toxic substances, infectious agents, and the visual/emotional shock of burn/trauma victims.
6. Exposure to fire, smoke, bodily fluids, noise, potentially hazardous materials, dangerous animals; hazards of emergency driving; hazards associated with traffic control and working in and near traffic; natural and man-made disasters; and hazardous materials incidents.
7. Ability to work 100' above grade and in confined spaces.

**SAFETY REQUIREMENTS:**

1. Must not pose a direct threat or significant risk of substantial harm to the safety or health of himself/herself or others.
2. Must be committed to a high standard of safety and be willing and able to comply with all of the Department's safety policies and rules. Must be willing to report safety violations and potential safety violations to the Fire Chief.

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

None

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**