



## CITY OF LEON VALLEY JOB DESCRIPTION

**JOB TITLE:** Firefighter/Paramedic

**DEPARTMENT:** Fire Department

**FLSA STATUS:** Non-Exempt

**EFFECTIVE DATE:** October 1, 2015

**JOB SUMMARY:**

Under the direct supervision of the shift Captain and/or medical director, control and extinguish fires, protect life and property, and administer emergency medical treatment by providing definitive care at the scene of an accident or illness; and perform other related duties as assigned.

**ESSENTIAL JOB FUNCTIONS:**

*Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.*

Respond to fires, fire alarms, emergency medical services calls and other emergency calls;

Provide emergency medical care at the scene of illness or injury;

Prepare to respond and respond to emergencies;

Triage and assure safe transport;

Operate emergency medical and rescue equipment including safe driving skills of the ambulance;

Work in and perform rescue and emergency care at hazardous materials scenes, disasters, mass casualty situations, or where weapons of mass destruction have been used or may be present.

Perform rescue or rescue support functions at scenes requiring technical rescue, such as water/swift water rescue, confined space rescue, trench rescue, vehicle extrication, vertical rescue, building collapse, or rescue from other types of entrapment;

Perform hazardous tasks under emergency conditions which may require strenuous exertion while caring for critically ill and injured people;

Perform fire suppression functions including rescue, deploy and operate hose, ventilate roofs, perform salvage work after fires, and other related tasks associated with fire suppression;

Operate, use and maintain assigned vehicles and equipment safely and properly, drive safely under adverse conditions (e.g. , rain, snow, sleet, ice, dark etc.); safely engage in high speed driving while responding to calls; operate motor vehicle safely for extended periods of time; and safely work in congested traffic areas in and out of vehicle;

Set up roadblocks appropriately using traffic barriers other than cars, e.g., cones, sawhorses, signs, etc.;

Must use protective equipment appropriately by city and departmental policies;

Acceptably perform duties acceptably after long hours (more than 24) without sleep during emergency situations;

Attend staff meetings, training, and other functions as scheduled and requested;

Must pass the Annual Physical Agility Test as approved in the department current corresponding SOP;

Work in all weather conditions, inside and outside, in light and/or dark;

Work any day of the week, any hour of the day, extra assignments and be able to respond to situations while on and off duty as directed;

Communicate effectively via radio, telephone, and in person, with citizens, coworkers, supervisors, and instructors, including persons of diverse backgrounds, without bias or prejudice;

Maintain an acceptable physical fitness level, including specific vision abilities required by this job including close vision, distance vision, and the ability to adjust focus, also including hearing abilities to sufficiently and clearly communicate verbally to work safely with others in noisy situations;

Inspect, clean, and maintain apparatus, equipment, quarters, and grounds;

Conduct inspections of businesses and fire hydrants to ensure compliance with City ordinances pertaining to fire prevention codes;

Participate in conduct fire and EMS training classes and drills;

Study technical materials on equipment operation, fire suppression, rescue, EMS, hazardous materials, and fire prevention to improve or maintain an effective level of performance;

May be required to relieve the Engineer to include driving and operation of fire apparatus, to include operation of pump, ladder operation, and assigned equipment;

Conduct station tours and other lectures/demonstrations; and

Conduct pre-incident evaluations and develop plans for emergency response to those properties.

Perform related duties such as physical training each shift;

Study maps to learn the district assigned as necessary;

Maintain the appropriate uniform;

Search files, assemble information, file and retrieve from file cabinets;

Present written and oral reports;

Fluently read, write and converse in English;

Must not pose a threat to the health and safety of self or others;

Fuel and service Fire vehicles;

Must have ability to exhibit emotional stability and courage to perform hazardous materials, firefighting, EMS and rescue duties under stress;

Assist in setting up training equipment;

Ability to communicate effectively in Spanish is desirable;

Ability to think clearly and act effectively in emergency situations, making sound and logical decisions quickly;

Good prioritizing and problem solving abilities;

Ability to practice sound safety and work habits;

Must have good prioritizing and problem solving abilities; and

Physical agility and good cognitive abilities are required for successful performance of Essential Functions.

Must not have been convicted, placed on deferred adjudication or probation or under indictment for any felony under the laws of Texas, another state or the United States;

Must not have been convicted in the past five years of a misdemeanor offense of the grade of Class A or Class B, or its equivalent for which the punishment could include jail time;

Must not be on probation, community supervision, deferred adjudication or any type of court ordered supervision for any criminal offense;

Must not have engaged in the manufacture or sale of any controlled substance or dangerous drugs, or ever used illegal drugs or substances other than experimentation with marijuana;

Must not have been convicted or placed on probation for DWI or DUID in the past five (5) years;

All other arrests and convictions are evaluated on an individual basis based on the nature and gravity of the offense, time passed since the conviction and/or completion of sentence; and

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:**

Effectively and appropriately use vehicles, radio, flashlight, gloves, laptop, climb ladders and work at considerable heights while supported by ladder or ropes; wear/use self-contained breathing apparatus and/or air purifying respirators and other personal protective and chemical protective equipment as required.

**ENVIRONMENTAL FACTORS:**

Must be able to work indoors and outdoors in variable temperatures and weather conditions including heat, cold, temperature swings and inclement weather. Must be able to drive safely

under adverse conditions (e.g. rain, snow, sleet, ice, dark etc.). Will come in contact with some exposure to dust, chemicals, fumes, communicable diseases and loud noises must use proper safety precautions. May work in close/confined spaces safely.

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
<b>-Health and Safety Factors-</b>				
Mechanical Hazards			R	
Chemical Hazards			F	
Electrical Hazards			R	
Fire Hazards			F	
Explosives			O	
Communicable Diseases			F	
Physical Danger or Abuse			F	
Inclement Weather			F	

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
<b>-Environmental Factors-</b>				
Respiratory Hazards				M
Extreme Temperatures				D
Noise and Vibration				D
Wetness/Humidity				D
Physical Hazards				D

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Must be able to load and unload fire equipment from a vehicle, including lifting objects weighing 100 pounds; Must be able to carry or drag at least 150 pounds of an injured or other persons, carrying victims under adverse conditions, eg. up/down stairs, over rough terrain, out of creeks, etc.; Must be able to walk for short and long distances (more than 1/4 mile). Must be able to climb ladder, and up and down a flight of stairs/steps.

<b>-Physical strength for this position is indicated below with "X"-</b>				
Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

Must be able to stand on hard surfaces for long periods of time (more than one hour) and walk long distances on uneven terrain and hard surfaces. Must be able to enter burning building in full gear.

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
---	---	---	---	-----------------------------

*Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.*

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	While on a calls or conducting day to day activities
Sitting	C	In Vehicles for extended periods
Walking	C	Around public grounds and scenes
Lifting	F	equipment, injured persons
Carrying	F	equipment, injured persons
Pushing/Pulling	F	equipment, injured persons
Reaching	O	for supplies
Fine Dexterity	O	Computer Keyboard
Kneeling	O	retrieving items from lower shelves/ground

Crouching	O	retrieving items from lower shelves/ground
Crawling	O	inside attics/ditches, in victim assistance
Bending	O	retrieving items from lower shelves/ground
Twisting	F	getting inside vehicle
Climbing	F	Stairs, ladder
Balancing	O	computer screen, driving, observing work site, reading
Vision	C	Driving, observing scene, reading
Hearing	C	Communicating with co-workers and public and on telephone
Talking	F	Communicating with co-workers and public and on telephone
Foot Controls	F	vehicles
Other (specified if applicable)		

**JOB REQUIRMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Under and including one year.
Supervision	Work has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Communications and discussions may result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance is reviewed periodically.
Technical Skills	Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	Position has no fiscal responsibility.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Must be certified or immediately certifiable as a Firefighter by the Texas Commission on Fire Protection; Current Texas Department of State Health Services certification or Texas Paramedic license is required; A valid Texas Motor Vehicle License and the ability to remain eligible to drive under the City's driver evaluation program is required; A Class B commercial vehicle operator's license is required before the completion of the probationary period; and All licenses and certifications must be current and valid.

**PRIMARY WORK LOCATION**

Office Environment		Vehicle	
Warehouse		Outdoors	
Shop		Other (see environmental factors)	X
Recreation/Neighborhood Center			