

CITY OF HOYT LAKES, MN

Effective Jan. 1, 2009

FIREFIGHTER / EMERGENCY MEDICAL TECHNICIAN

DESCRIPTION OF WORK

General Statement of Duties: Performs emergency services involving protection and safety of the community through prevention and control of fire and care and transportation of the sick and injured. Performs related duties as required. Officer positions also have duties of this position.

Supervision Received: Works under the general supervision of the Fire Chief, Assistant Chief, Captains or Secretary / Treasurer, then most senior firefighter on the fire scene and by the Fire Chief, Ambulance Director, Assistant Ambulance Director, Assistant Chief, Captains, Secretary / Treasurer or most senior firefighter on the EMS scene.

Supervision Exercised: If no officer available, senior firefighter on scene will be in control as Incident Command. Upon arrival of an officer on scene, Incident Command will be transferred to that officer.

TYPICAL DUTIES PERFORMED

- Responds to emergency call to provide efficient and immediate care to the critically ill and injured and safely transports patients to medical facilities.
- After receiving the call from the dispatcher (Midway), safely drives the emergency vehicles to the address or location given, using the most expeditious route, depending upon traffic and weather conditions.
- Determines the nature and extent of illness or injury and establishes priority for required emergency care.
- Renders emergency care on scene and enroute to medical facility under MNDOT, EMSRB and medical direction guidelines.
- Responds with fire department to fire or emergency alarm.

Firefighter / Emergency Medical Technician
(continued)

- Reassures patients and bystanders by working in a professional, confident, efficient manner.
- When patients need extrication from entrapment, assesses the extent of injury and gives all possible emergency care and protection to the entrapped patient. Also uses the prescribed techniques and equipment for removing the patient safely.
- Radios the dispatcher for additional help or special rescue and/or utility services, as needed.
- Complies with State and local regulations when handling the deceased, notifies authorities and arranges for protection of property and evidence at the scene.
- Assists in lifting the stretcher, placing it in the ambulance and seeing that the patient and stretcher are secured and emergency care is continued without leaving the patient unattended at any time.
- From the knowledge of the condition of the patient, the extent of injuries, and the relative locations and staffing of emergency hospital facilities, determines the most appropriate facility to which the patient will be transported, unless otherwise directed by the dispatcher or a physician.
- Reports directly to the emergency department or control center, the nature and extent of injuries, number being transported and destination to assure prompt medical care upon delivery. For serious cases, may ask for additional advice from the hospital physician or emergency department personnel.
- Participates in continuing education and training programs including a minimum of one business meeting and one regular work meeting per month. An officer shall be notified if member will be on vacation, sick leave or at work.
- Will be required to respond to a minimum total of 15 ambulance runs / fire calls in a six month period. These will run from January 1st to June 30th and July 1st to December 31st. Inability to meet this quota will result in disciplinary action as written in the personnel policy section.
- Identifies diagnostic signs which may require radio communication with a medical facility for advice and for notification that special professional services and assistance be immediately available upon arrival at the medical facility.
- Verbally and in writing, reports observations and care of the patient at the emergency scene and in transit, to the emergency department staff for record and diagnostic purposes.

Firefighter / Emergency Medical Technician
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- Observes the patient enroute to the emergency facility and administers additional care as indicated or directed by physician.
- After each call, ensures that all supplies are restocked and equipment is clean and ready for next use; maintains the vehicles in efficient operating condition; determines if the vehicles are in proper operating condition by checking gas level, oil, water in battery and radiator and tire pressure; maintains familiarity with specialized equipment items used by the ambulance and fire service.
- All firefighters are required to wear appropriate P.P.E. for the duties they will be performing. This includes; an SCBA, mask, full turn out gear or full wildland fire gear, according to the situation.
- All special trained firefighters are required to wear required P.P.E. and special equipment and will follow all S.O.G.'s for; Special Rope Rescue, Diving / Water Rescue, and Auto Extrication
- Carries, places and climbs ladders for rescue or ventilation operations.
- Searches burning buildings for persons who may be inside.
- Walks or crawls through smoke filled areas, drags or carries trapped victims from burning buildings.
- Connects hoses to water sources.
- Carries hose bundles into buildings and up stairways.
- Performs cleanup operations after the fire has been extinguished.
- Cleans and maintains fire equipment and apparatus.
- Performs equipment inspection and fire inspection activities and file appropriate reports.
- Follow department operating guidelines as outlined in department S.O.G. section.
- Follow directions of department officers and perform such duties that may be assigned by them, unless the firefighter deems the assigned task unsafe or the Safety Officer or other officer deems the task unsafe.

Firefighter / Emergency Medical Technician
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- Must be signed off on all required training protocols annually for Fire and EMS by an officer, this will be kept in members personnel file.
- Must receive an annual physical and SCBA fit test to meet the City of Hoyt Lakes and OSHA standards, which will be paid for by the Fire Department.
- Participate in defensive driving course annually.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Motor coordination in administering emergency care of the critically ill and injured, in lifting and carrying patients and in driving emergency equipment.
- Manual dexterity and physical coordination in carrying, lifting, extricating, climbing, hoisting and other similar maneuvers in a manner not to be detrimental to the patient, coworkers or self.
- Considerable ability to analyze situations and determine appropriate action.
- Considerable skills to expertly drive an emergency vehicle under any conditions.
- Considerable ability to respond quickly and appropriately to crisis and emergency situations.
- Considerable ability to give and receive verbal and written directions and instruction including following department operating procedures.
- Must meet and maintain minimum work performance qualifications of the department.

MINIMUM QUALIFICATIONS

Must have a minimum of a high school education or equivalency qualification. Must be 18 years of age or older. Must pass work performance test. Must have valid Minnesota Drivers License. Must pass physical examination and drug test. Must pass written abilities test. Must maintain their normal daily residence within a five minute response time, while driving within legal limits, to Hoyt Lakes Ambulance / Fire Hall. Within two (2) years of date of hire, must obtain and maintain EMT certification; and within three and one half (3 ½) years of date of hire, must obtain and maintain Firefighter I/II rating; failure to obtain or maintain either will result in immediate dismissal.

CITY OF HOYT LAKES

AMERICANS WITH DISABILITIES ACT - PHYSICAL & ENVIRONMENTAL JOB FACTORS

Position: Firefighter/Ambulance Attendant Date: 9/18/2000

| PHYSICAL FACTORS | CODE | ENVIRONMENTAL FACTORS | CODE |
|--|------|--|------|
| Standing Stationary | C | Work Alone | O |
| Moving About | C | Work With Others | C |
| Sitting | C | Work Around Others | C |
| | | Public Contact | C |
| PHYSICAL STRENGTHS & DEMANDS | | Shift Work | O |
| <i>Lifting - Push & pull while stationary</i> | | Extended Day | V |
| Sedentary - up to 10 lbs. | C | Inside | F |
| Light Work - 11 to 20 lbs. | C | Outside | F |
| Medium Work - 21 to 50 lbs. | C | Confined Area | O |
| Heavy Work - 51 to 100 lbs. | C | Extreme Hot | C |
| Very Heavy Work - over 100 lbs. | C | Extreme Cold | C |
| | | Wet and/or Humid | C |
| <i>Carrying - Push & Pull while moving about</i> | | Noise | C |
| Sedentary - up to 10 lbs. | C | Vibration | O |
| Light Work - 11 to 20 lbs. | C | Mechanical Equipment | O |
| Medium Work - 21 to 50 lbs. | C | Electrical Equipment | O |
| Heavy Work - 51 to 100 lbs. | C | Pressurized Equipment | O |
| Very Heavy Work - over 100 lbs. | C | Burning Material/Equipment | C |
| | | Explosive Material/Equipment | C |
| Climbing | V | Radiant Energy | O |
| Balancing | V | Moving Objects | O |
| Stooping | C | High Places | O |
| Kneeling | C | Fumes/Odors | C |
| Crouching | C | Dirt/Dust | F |
| Crawling | V | Gases | C |
| Reaching | C | Poor Ventilation | F |
| Twisting - Sitting | C | Other (specify) | |
| Twisting - Standing | C | Other (Specify) | |
| Handling | C | | |
| Fingering | V | | |
| Feeling | C | | |
| Talking | C | | |
| Hearing | C | | |
| Seeing - Near Vision | C | | |
| Seeing - Far Vision | C | | |
| Seeing - Depth Perception | C | V = Very Infrequent, 1 to 2 times a week | |
| Seeing - Accommodation | C | O = Occasional, Up to 1/3 of time a week | |
| Seeing - Color Vision | C | F = Frequent, 1/3 to 2/3 of time a week | |
| Seeing - Field of Vision | C | C = Constant, more than 2/3 of time a week | |
| Smelling | C | | |
| Walking | C | | |
| Reading | C | | |
| Driving | C | | |
| Night Vision | C | | |
| Other (specify) | | | |

