Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.2.32

2. SUBJECT: ***Job Description - EMS Personnel***

3. POLICY: EMS personnel with Grant County Fire District 3 operate under general supervision, render emergency medical aid; write required reports of the aid rendered; and perform related work as required.

4. SCOPE: This Policy and Procedure is applicable to all EMS personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this policy and procedure is followed.

6. PROCEDURE:

   A. Supervision Received: Works under the general supervision of a Fire Lieutenant or other District Officer. May be required to work independently without direct supervision at the scene of a medical emergency within the scope of certification and training levels and County and State medical protocols.

   B. Supervision Exercised: May assist to coordinate, instruct, or supervise the work of firefighters, new recruits, or other district personnel, as assigned.

   C. Essential Duties and Responsibilities:

      1. Performs emergency medical activities including administering first aid and providing other assistance as required and at the level of their training and certification in the State of Washington.
      2. Maintain their certification in their level of training through regular, scheduled training activities.
      3. Maintains EMS equipment, apparatus and facilities. Performs minor repairs to District equipment.
      4. Performs general maintenance work in the upkeep of facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, cleans, polishes, maintains and tests apparatus and equipment.
      5. Presents programs to the community on safety, and medical prevention topics.

D. Peripheral Duties:

1. Assists in District supervisory and administrative activities as assigned.
2. Assists in supervising volunteer firefighters as required. Assists in training new employees as assigned.

E. Knowledge Ability and Skills:

1. Ability to meet and deal with the public in a courteous and professional manner and promote a positive image of Grant County Fire District 3.
2. Ability to learn the operation of fire suppression and other emergency equipment; ability to learn to apply emergency medical techniques; ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke; ability to act effectively in emergency and stressful situations; ability to follow verbal and written instructions; ability to communicate effectively orally and in writing; ability to establish effective working relationships with employees, other agencies, and the general public; ability to meet the special requirements listed below.
3. Working knowledge of driver safety; working knowledge of emergency medical functions.
4. Shall complete the Washington State Fire Service Training Firefighting Fundamentals course.

F. Special Requirements:

1. Entry Level:
    a. Must be 18 years or older at the time of appointment.
    b. Must possess, or be able to obtain, a valid state driver's license without record of suspension or revocation in any state.
    c. Have not been convicted of a job-related crime or released from prison within the last 10 years.
    d. Be qualified to be employed in the U.S.
    e. Must be able to read and write the English language.
    f. Must be of good moral character and of temperate and industrious habits.
    g. Possess a current First Responder certificate at time of appointment.
    h. Obtain and maintain a Washington State Fire Service Training Emergency Vehicle Accident Prevention (EVAP) certification.
    i. To maintain status as EMS Personnel you must have 12 responses with a minimum of 6 drills per year.

G. Tools and Equipment Used: Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

H. Physical Demands: The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the individual is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The individual is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.
2. The individual must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

I. Work Environment: The work environment characteristics described here are representative of those an individual encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the individual regularly works in outside weather conditions. The individual occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
2. The noise level in the work environment is usually moderate, except during certain firefighting or emergency medical activities when noise levels may be loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

NOTHING CONTAINED IN THESE JOB DESCRIPTIONS OR ANY OTHER WRITTEN POLICY OF THE DISTRICT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THESE JOB DESCRIPTIONS FOR THIS FIRE DISTRICT OR ANY OTHER WRITTEN POLICY OF THE DISTRICT ARE MERELY STATEMENTS OF DISTRICT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE DISTRICT RESERVES THE RIGHT TO MODIFY THE AFOREMENTIONED JOB DESCRIPTION AND DISTRICT POLICIES AT ANY TIME.