

Job Description



Fire Fighter/Paramedic Part-time

Department: Fire

Reports To: Fire Chief

Salary Grade: P9 \$10.50 to \$16.25

FLSA: Standard/Non-Exempt

Purpose:

Under supervision, responds to fire alarms, emergency medical calls, and other emergency calls to protect life and property.

Essential Job Functions and Responsibilities:

Essential duties and functions may include the following. Must possess required knowledge skills, abilities and experience and to be able to explain and demonstrate, with or without reasonable accommodations that the essential functions of the job can be performed. Other related duties may be assigned.

- Responds to alarms involving fire, all types of accidents, gas leaks, flooded structures, hazardous substances, and lifesaving and rescue work; places fire hoses, sets ladders, operates fire streams, ventilates and enters burning structures to extinguish fires and performs rescue services.
- Participates in fire training, fire prevention, public education, as well as station and equipment maintenance activities.
- Performs salvage and overhaul operations during and after fires to remove hazards and prevent water damage; inspects and performs maintenance on hydrants; performs decontamination procedures in compliance with regulations.
- Drives fire apparatus and/or acts as Engineer as assigned, if properly certified and stands fire watch as required.
- Operates a paramedic vehicle safely; treats and transports patients in accordance with Sanger Emergency Medical Services protocol and department policy. Responds to medical emergencies and provides and/or assists with first aid or definitive care and treatment in the field to persons in life threatening medical situations, under radio direction of a mobile intensive care unit physician or nurse.
- Prepares and maintains a variety of records and reports such as controlled drug inventory, equipment and station logs, and EMS reports; operates pneumatic and auxiliary equipment such as generators and pumps.
- Washes, polishes, and performs preventive maintenance on fire apparatus and equipment; cleans and maintains fire station and grounds; updates station bulletin boards and maps as requested.
- Presents programs and participates in the department's public relations programs as assigned.

Knowledge, Skills, and Abilities:

- Ability to develop and maintain a positive working relationship with staff, fellow employees, elected officials, supervisors, citizens, business and community groups
- Ability to demonstrate daily readiness of the department's personnel, apparatus and equipment and knowledge of streets of Sanger and surrounding area
- Proficient skills to extinguish fires, work as a member of a fire and paramedic team using modern techniques; EMS procedures; emergency incident management, specifically the Incident Command System (ICS); appropriate gear, tools and agents. (NFPA 1001, 1997 Edition); this function will include, but not be limited to: the donning/doffing of full protective clothing including self-contained breathing apparatus, operation of various sized charged and uncharged hose lines into structures and up ladders to upper floors, climb the full length of each type of ladder used by the department in full gear and perform fire suppression and rescue tasks at elevated heights and carry ventilation fans, hydraulic pumps, tools and various hand tools without assistance; hazardous materials and confined space and rescue techniques and Texas vehicular laws related to operation of various firefighting and rescue apparatus
- Proficient skills to provide medical care according to department policies and medical protocols and to perform frequent lifting and moving of patients
- Ability to maintain confidentiality when working with sensitive information and to comply with all record retention laws
- Basic skills to communicate clearly and concisely in English, both orally and in writing
- Basic skills in Microsoft Office Suite including Excel, Word, and PowerPoint
- Ability to understand and implement problem solving and conflict management techniques and understand and implement excellent customer relations practices.

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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- Basic skills to complete an additional twenty (20) CE hours above the State requirement annually in one or more of the following areas as approved by the Fire Chief: Leadership, Customer Service, Supervision, Building Construction, Strategy and Tactics, Sprinklers.
- Basic understanding of City safety rules and operating procedures.
- Ability to maintain proficiency and knowledge of current and upcoming or new regulations/legislation within areas of responsibility.

Minimum Qualifications:

- High School diploma or GED equivalent

Licenses and Certifications:

- Must obtain/retain a valid Department of State Health Services EMT/Paramedic, licensed Paramedic or national registry (NREMT) Paramedic license
- Must obtain/retain a valid State of Texas intermediate structural firefighter certificate from the Texas Commission on Fire Protection
- Must obtain/retain a TCFP Certificate as an Inspector Basic
- Must obtain/retain, within ninety (90) days of employment, a valid Texas Class "B" Driver's License
- Must obtain/retain all certifications and licenses required by the City of Sanger
- Must be a citizen of the United States of America
- Must obtain/retain the position of driver or currently be on the driver's promotional list with the Sanger Fire Department. If not a member of the Sanger Fire Department, must be a Lieutenant or above with current department
- Must complete an additional twenty (20) CE hours above the State requirement annually in one or more of the following areas as approved by the Fire Chief: Leadership, Customer Service, Supervision, Building Construction, Strategy and Tactics, Sprinklers.

Work Environment/Physical Requirements:

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work overtime and/or be on-call for the department during extreme weather and/or the rotation of schedule on nights/weekends and emergency calls and respond to a call within thirty (30) minutes; ability to work a 24-48-hour work schedule
- Ability to discern traffic signs and house numbers from approximately 50 feet, often in dim light and distinguish between the colors of red, yellow and green.

Preferences:

Bilingual in English and Spanish

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This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. By signing below, I further understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.

Printed Name

Signature

Date

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