

	POLICY - ADMIN 100 (2.1.15) JOB DESCRIPTION Firefighter / Emergency Medical Technician	
	Approved By: <i>Matt Cowan</i>	Original Job Description Date:
Supersedes: 3/09/2016 Admin 124.1 (2.1.15) – Firefighter/EMT		See Also:

SUMMARY

This is a full-time, non-exempt, non-supervisory position, reporting to and at the direction of, the Lieutenant. Protection of life and property through delivery of emergency medical services, control and extinguishing of fires, performance of life rescue, delivery of general public services, public education and general accident prevention activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities of this position include, but are not limited to:

Equipment maintenance and operation

- Vehicle system operation and basic maintenance.
- Power tool operation and basic maintenance.

Apparatus Driving and Operation

- Drive emergency vehicles under adverse and stressful conditions.
- May be trained, certified and assigned to drive and operate large trucks under adverse and stressful conditions.
- Operate complex mechanical equipment on specialized vehicles.

Medical Emergencies

- Delivery of medical care and treatment in accordance with King County and department guidelines and policies.
- Delivery of compassionate care and treatment of sick or injured individuals of a diverse community, suffering from non-urgent to life-threatening problems, frequently under unfavorable conditions.

Rescues

- Complex problem assessment and solving to rescue persons or property, under diverse, and often stressful, circumstances.
- Rescues that are “technical” in nature including, but not limited to, trench, confined space, high angle, water or heavy rescue.
- Activities will generally be limited to “operations” level; however, some personnel may be trained to technician level.

Fires

Performs extremely strenuous physical work while wearing self-contained breathing apparatus, under some of the following conditions:

- Select and deploy various hose lines to be used to direct water or chemicals onto fire.
- Work in dark, hot, smoky and confined environments under stressful and dangerous circumstances.
- Carry, position, climb and work from ladders and other high areas under adverse conditions.
- Perform search for and rescue of injured or incapacitated victims of fire or other circumstances.
- Use power tools, and other mechanical equipment, to breach doors, walls roofs or floors, for various reasons.

- Use of tarps, fans and other equipment for the prevention or limiting of property damage.

Hazardous Materials Incidents

- Respond to incidents involving hazardous materials that may be nuclear, biological or chemical in nature.
- Activities will generally be limited to material identification and isolation, as well as providing support for hazardous material technician level personnel.

Natural and Man-made Disasters

- Respond to any type of natural or man-made disaster, often while unable to communicate or personally care for family, for an extended period of time.
- May be deployed away from home for days at a time, on various types of events.

Respond to Non-Emergency Needs of Citizens

- Physical assistance of incapacitated individuals.
- Stabilization and cleanup of damage to property from water or other circumstances.
- Provide referral, guidance and education for non-emergency type of events.

Continuous Participation in Initial and Ongoing Training Programs

- Completion of probationary Firefighter training program.
- Completion of EMT training and maintenance of continuing education.
- Completion of training, as required, to meet department, state and federal requirements, which may include classroom instruction, practical and hands-on instruction, evaluations, examinations and certification in a variety of areas.

Actively Participate in Public Education / Public Relations activities

- Project a professional, friendly public image by conforming to Department policy and guidelines.
- Participate in public presentations.
- Interact positively with a diverse population, including children.
- Treats all persons with equal respect.

Building Maintenance and Janitorial Duties

- Perform daily cleaning duties and detailing.
- Perform basic building maintenance and repair, per Department policy and guidelines.

Verbal and Radio Emergency Communications

- Conduct basic interviews of witnesses or customers.
- Present oral presentations and explanations to individuals or small groups.
- Communicate using electronic devices and equipment.

Written Incident Reporting / Documentation

- Complete and process complex forms.
- Write incident reports and other documents.
- Enter accurate and complex electronic data entry.
- Perform related work, as assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Individuals must satisfactorily complete a criminal history background check. Reasonable accommodations may be made to enable individuals with limited disabilities; however, accommodations may not be available for the essential functions listed above due to bona fide occupational requirements. The requirements listed below are representative of the knowledge, skill, and/or ability required. Employee strives, at all times, to excel in the following competencies:

- **Interpersonal Skills:** Ability and willingness to participate as a team member. Consistently respect the individual values of all departmental employees and members of the community, without public or private ridicule. Effectively communicate, build rapport and relate well with diverse populations.
- **Customer Service:** Emphasize the concept of "value added" customer service, in all aspects of interactions with the community, by anticipating, meeting and attempting to exceed customer needs, wants and expectations, whenever possible.
- **Empathy:** Identify with, and care about, others' situations and needs.
- **Diplomacy:** Effectively handle difficult or sensitive issues by using tact, diplomacy and an understanding of organizational culture, climate and/or politics.
- **Self-management:** Demonstrate self-control and an ability to manage time and priorities, with minimal supervision.
- **Teamwork:** Work effectively and productively with others.
- **Problem solving:** Anticipate, analyze, diagnose and resolve problems.

Education and/or Experience

- High School diploma or General Education Degree (GED).

Language Skills

- Ability to read and interpret documents, such as safety rules, operating instructions, procedure manuals, subject matter texts and study guides.
- Ability to write routine reports and correspondence.
- Ability to read and write medical reports using technical terms, abbreviations and text within the scope of their training.
- Ability to speak effectively before diverse public groups, or employees of the organization.
- Ability to clearly articulate critical information under adverse or stressful conditions via a variety of methods including radios.
- Ability to communicate in the English language, orally and in writing.

Mathematical Skills

- Ability to add, subtract, multiply and divide, in all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute rate, ratio and percent, and to draw and interpret bar graphs.

Reasoning Ability

- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract and concrete variables.

Mechanical Skills/Ability

- Ability to comprehend and apply the use of basic mechanical devices, understand functions and operations, troubleshoot operational problems, predict effects, demonstrate disassembly and reassembly for proper operation.

- Following proper instruction, demonstrate ability to operate a variety of complex mechanical and electronic equipment under adverse and stressful conditions.

Physical Fitness Ability

- Ability to perform strenuous work for extended periods of time, while performing some or all of the following:
 - Wearing a respirator, (SCBA)
 - Wearing and/or carrying over 50 pounds of protective clothing and equipment
 - Working in an overheated environment
 - Working in dark and confined, disorienting spaces
 - Working under adverse and stressful conditions

Certificates, Licenses, Registrations

- Upon employment, and while employed, must hold and continuously maintain, a valid Washington State Driver's License.
- Must possess, or be able to attain Washington State EMT certification to work within King County.
- Firefighter I certification required.
- Employee must be insurable under District's existing vehicle and umbrella liability insurance carrier.

Work Environment

- While performing the duties of this job, the employee regularly works under some of the conditions described above.
- Additionally, the employee regularly works near moving parts, in outside weather conditions, in hazardous traffic areas and under unfavorable or unsanitary conditions, which may include biohazards, air and blood-borne pathogens.
- Employees are regularly exposed to wet and humid conditions, fumes, airborne particles, toxic or caustic chemicals, extreme heat and risk of electrical shock.
- The employee may find themselves in hostile or psychologically demanding environments, involving emotional or psychological stress.
- The noise level in the work environment is often very loud.

The statements contained herein reflect general details to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or to otherwise balance the workload. 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.