

**CITY OF BATH, MAINE  
POSITION DESCRIPTION**

<b>CLASS TITLE:</b>	Firefighter, AEMT	<b>CODE NUMBER:</b>	302
<b>DEPARTMENT:</b>	Fire	<b>GRADE NUMBER:</b>	
<b>UNION:</b>	Local 1611AFL-CIO	<b>STATUS:</b>	Non-Exempt
<b>DATE:</b>	September, 2014		

**GENERAL PURPOSE:**

Protects life and property by performing fire fighting, medical aid, hazardous materials operations, and fire prevention duties. Maintains fire equipment, apparatus, and facilities. Performs emergency and non-emergency medical aid activities.

**SUPERVISION RECEIVED:**

Receives general direction from the Fire Chief and direct supervision from the Fire Captain on duty.

**SUPERVISION EXERCISED:**

May assist to coordinate, instruct, or supervise the work of volunteers or new recruits, as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Performs emergency and non-emergency medical aid activities including administering first aid, transfer services, family support, patient training, writing incident reports, and providing other assistance as required. Prepares all EMS reports, licensing reports, patient care reports, SCBA reports, keeps track of all CEH's certification and expirations of CPR, PHTLS. Paramedics responsible for Drug Box checks, ACLS and PALS records for re-licensing.

Performs fire fighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment, gas spills and extinguishment tasks. Receives and relays fire calls and alarms. Operates radio and other communication equipment.

Participates in fire drills, inspection of buildings, hydrants, attends classes in fire fighting, emergency medical, hazardous materials operations, and related prevention programs.

Maintains fire equipment, apparatus and facilities. Performs minor repairs to departmental equipment. Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs, maintains and tests apparatus and equipment.

Presents programs to the community on safety, medical, and fire prevention topics. Completes municipal errands and pre-plan of new construction. Public Service activities such as burn permits, extinguisher training, air bottle training and preparation, and general public service.

Ensure compliance on EMS calls, EMS advanced life policies and procedures as applied to the department, verbal contact with medical control, initiation of new procedures as spelled out in state protocols.

Performs other related duties as required.

**PERIPHERAL DUTIES:**

Training for fire fighting, medical emergencies, hazardous material operations and other related topics are an ongoing endeavor that may require on and off duty participation to maintain a high level of skill.

**MINIMUM QUALIFICATIONS:**

- (A) High school diploma or GED equivalent;
- (B) Possess and maintain a valid Maine driver’s license;
- (C) Must possess and maintain an AEMT certification (Paramedic preferred), Firefighter I & Firefighter II certifications;
- (D) Must be able to read and write the English language;
- (E) Must be able to pass written entrance FF/EMT exam and physical agility test as per NFPA guidelines.

**SPECIAL REQUIREMENTS:**

- (A) Working knowledge of Emergency Vehicle Operation & Control; working knowledge of Advanced Emergency Medicine;
- (B) Ability to learn the operation of fire suppression and other emergency equipment; Ability to learn to apply standard fire fighting, medical aid, hazardous material operations, and fire prevention techniques; Ability to perform strenuous or peak physical effort during emergency or training activities for prolonged periods of time; Ability to act effectively in emergency and stressful situations; Ability to follow verbal and written instructions; Ability to perform station maintenance as directed; Ability to communicate effectively orally and in writing; Ability to establish effective working relationships with employees, other agencies, and the general public;
- (C) Desirable course work - EVOC, Hazardous Materials Operations, PHTLS, Paramedic, ACLS, PALS, and other specialized certifications.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move over 150 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.

As NFPA guidelines require, employees must undergo an annual physical medical examination. This exam is to be performed by the medical provider(s) authorized in the union bargaining agreement.

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

<b>Approval:</b>		<b>Approval:</b>	
	<b>Supervisor</b>		<b>Appointing Authority</b>
<b>Effective Date:</b>		<b>Revision History:</b>	