

City of St. Charles Position Description	Position Title	Firefighter/Paramedic		
	Department	Fire	Division	NA
			Section	NA
	Full/Part Time	Full Time	Union	IAFF
	Reports to	Fire Lieutenant & Fire Captain	Positions Supervised	None
FSLA Status	Non-Exempt	Salary Grade	Contract	

Position Description Overview

This position is responsible for training and participating in duties needed to protect life and property through performing firefighting, fire prevention, rescue, and related emergency medical activities, usually under direct supervision of a Fire Lieutenant or Fire Captain. In addition, this position requires training and participating in emergency medical duties to the advanced life support level (EMT-P). Firefighter/paramedics are required to learn and participate in the operation of equipment and apparatus, and to perform tasks of hazardous nature under emergency conditions.

This position involves the performance of skilled firefighting work in combating, extinguishing, and preventing fires; in delivering emergency medical services; in performing fire inspections; in answering varied types of emergency and non-emergency service requests; and in operating and maintaining Fire Department equipment, apparatus, and department physical plant facilities. Responds to medical emergencies and administers life saving measures as defined by the Illinois Department of Health and Southern Fox Valley EMS protocol for a licensed Paramedic in Advance Life Support (ALS). Maintains apparatus, quarters, buildings, equipment, and grounds as directed.

This position may require strenuous exertion under such handicaps as smoke, intense heat, and severe cold in cramped and hazardous surroundings.

This position is given specific assignments by a superior in both emergency and non-emergency situations; however, the proper performance of the work requires initiative and a thorough understanding of firefighting methods learned during training periods and on the job.

Essential Job Functions

Standard

1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and to foster pride and professionalism in the workplace.
2. Adhere to all departmental and City safety policies.
3. Consistent attendance and punctuality is required.

Position-Specific

A Firefighter/Paramedic must be able to perform an extensive number of functions without accommodation of any type, as these are critical to their safety and the safety of co-workers and the citizens of the community to whom they serve with life and property saving measures. These functions are varied but must comply with the following statements:

1. Function both independently (with minimal supervision) or as an integral component of a team at incidents of uncertain duration where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.
2. Respond to emergency medical care calls as assigned for assistance to sick or injured people and treat them according to ALS Advanced Life Support guidelines, including the use of intravenous therapy, endotracheal intubation, and pharmacological therapy when indicated.
3. Inspect premises for fire hazards.
4. Attend and complete required and assigned training, including, but not limited to:
 - a. Illinois State Firefighter Certification program.
 - b. Illinois Department of Public Health required emergency medical service training and continuing education.
 - c. Fire Department and City mandated training programs.
 - d. A variety of training work situations as assigned.
5. Study, and demonstrate competency in firefighting and emergency medical theories and techniques, including but not limited to:
 - a. Firefighting, fire prevention, rescue operations, emergency medical care, advanced life support, cardio-pulmonary resuscitation and related matters.
 - b. Hydraulics as pertinent to the required work performance.
 - c. Role of the Firefighter in the organization and Fire Department Standard Operating Guidelines.
 - d. Communications and Fire Department radio procedures.
 - e. Use of personal protective equipment, respirators, and self-contained breathing apparatus (SCBA).
6. Respond to fires, medical emergencies, and other emergency and non-emergency incidents with the following capabilities, including but not limited to the ability to:
 - a. Respond to emergency requests from the sick and injured to render treatment.
 - b. Utilize manual dexterity for a variety of functions.
 - c. Read directions and cautions.
 - d. Operate fire apparatus, watercraft, and other vehicles.
 - e. Operate pumps, aerial ladder equipment, and auxiliary equipment.
 - f. Operate hose lines and develop fire streams.
 - g. Apply fire streams as needed to extinguish hostile fires.
 - i. Ventilate burning buildings in the proper manner using the proper application of horizontal, mechanical, and hydraulic ventilation methods.
 - j. Perform work with and from ladders.
 - h. Remove or otherwise rescue persons from danger. Administer or assist with the administration of emergency medical procedures to the sick or injured.
 - i. Use all types of Fire Department appliances, equipment, and tools for the purposes intended.
 - j. Spend extensive time outside exposed to the elements.
7. Perform physically demanding and strenuous tasks and maintain intense concentration in a variety of environmental conditions.

Additional Job Functions	
<i>Standard</i>	
<ol style="list-style-type: none"> 1. Contribute to a positive group environment by: <ul style="list-style-type: none"> • Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Human Resources; • Participating in proactive team efforts to achieve departmental and City-wide goals; • Assisting other co-workers on special projects as required; and • Providing leadership to others through example and by sharing knowledge and skills. 2. Perform other duties as required or assigned. 	
<i>Position-Specific</i>	
<ol style="list-style-type: none"> 1. Perform salvage operations in the proper manner. 2. Participate in the inspection and pre-planning of residential, commercial, and industrial premises and assist with preparation of reports upon the same subject. 3. Assist with the maintenance and upkeep of the Fire Department facilities including cleaning and maintaining stations and equipment. 4. Perform general maintenance including but not limited to activities such as painting, minor repair, weed removal, and other maintenance duties on both the interior and exterior of Fire Department facilities. Assist with snow removal around fire stations and fire hydrants, as needed. 5. Assist with preparation of training aids and delivery of training programs, under supervision. 	

Basic Requirements	
For successful performance in this position, the incumbent will need to demonstrate the following:	
Knowledge	<i>Standard</i> N/A
	<i>Position-Specific</i> <ol style="list-style-type: none"> 1. Thorough knowledge of the street system, principle buildings, and physical layout of the City of St. Charles and surrounding areas.
Skills	<i>Standard</i> <ol style="list-style-type: none"> 1. Effective interpersonal communication skills for interaction with elected and appointed officials, employees, agencies, other governmental units, and the public.
	<i>Position-Specific</i> <ol style="list-style-type: none"> 1. Physical strength and agility skills and the ability to perform arduous tasks under strenuous and adverse conditions.

Abilities	<i>Standard</i>
	<ol style="list-style-type: none"><li data-bbox="456 254 1357 317">1. Demonstrated ability to maintain strict confidentiality and to handle confidential material and information in an ethical, professional manner.<li data-bbox="456 331 1406 394">2. Ability to maintain effective and respectful working relationships with other employees, supervisors, contracted workers, and others.<li data-bbox="456 409 1377 506">3. Ability and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality.<li data-bbox="456 520 1187 552">4. Ability to correctly follow verbal and written instructions.

Position-Specific

1. Perform critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions.
2. Perform firefighting tasks (e.g., hoseline operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, emergency medical care, and other emergency response actions under stressful conditions while wearing personal protective ensembles and SCBA, including working in extremely hot or cold environments for prolonged periods.
3. Perform physically demanding and strenuous tasks under unpredictable emergency conditions for prolonged periods without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration under a variety of environmental conditions, including but not limited to:
 - a. Extensive time outside exposed to the elements.
 - b. Frequent transitions from hot to cold and from humid to dry atmospheres.
 - c. Wet, icy, and/or muddy areas.
 - d. Slippery and hazardous surfaces such as on rooftops or from ladders.
 - e. Areas of high noise, poor visibility, limited mobility, heights, and in enclosed or confined spaces, all the while.
4. Advance and operate water-filled hoselines up to 2½ inches in diameter from fire apparatus to occupancy (a minimum of 200 feet), which can involve negotiating multiple flights of stairs, ladders, and other obstacles.
5. Communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hoselines and/or fixed protection systems.
6. Ability to work in areas where sustaining traumatic or thermal injuries are possible if unable to move to safety immediately upon receipt of visual or audible directions.
7. Ability to learn a wide variety of firefighting, emergency medical and other specialty skills and methods within a reasonable working test period.
8. Ability to successfully complete a comprehensive medical and physical examination as a condition of continued employment and to meet other standards, which may be legally established from time to time.
9. Possession of a valid Illinois driver's license, minimum Class B Non-CDL.

Education & Experience	<ol style="list-style-type: none">1. High school diploma or equivalent.2. Some experience involving knowledge of elementary mechanics or experience in performing work requiring manual skills and dexterity.3. Certified Firefighter III by the Office of the Illinois State Fire Marshal.4. Licensed paramedic with the Illinois Department of Public Health and recognized by the Southern Fox Valley EMS as an ALS provider. Maintain a license as EMT-P through Illinois Department of Public Health if licensed at or above such level at appointment.5. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.
Physical/ Environmental Demands	<i>Standard</i> N/A

Position-Specific

Extensive physical activity performing strenuous daily activity, exposed to changing conditions such as extreme heat and cold, high winds, rain or snow storms, flood conditions, etc., including but not limited to:

1. Ability to spend extensive time outside exposed to the elements.
2. Ability to wear self-contained breathing apparatus (SCBA), which includes a demand valve-type positive-pressure facepiece or HEPA filter masks, which require the ability to tolerate increased respiratory workloads.
3. Ability to wear and work in a fire protective ensemble that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature levels exceeding 102.2 degrees Fahrenheit.
4. Ability to climb six or more flights of stairs while wearing fire protective ensemble weighing at least 50 pounds or more and carrying equipment/tools weighing an additional 20 to 40 pounds.
5. Ability to climb ladders, work from heights, walk or crawl in the dark or near zero-visibility conditions along narrow and uneven surfaces, and to operate in proximity to electrical power lines and/or other hazards.
6. Ability to search, find, and rescue (by dragging or carrying) victims ranging from children to adults weighing over 150 pounds to safety despite hazardous conditions and low visibility.
7. Ability to tolerate extreme fluctuations in temperature and humidity while performing duties. Perform physically demanding work in hot and humid atmospheres.
8. Ability to lift and carry a stretcher with an adult patient weighing at least 150 pounds, up or down stairs with a minimum of one person to assist.
9. Ability to rely on the senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, maintain the safety of co-workers and the safety of the citizens who are being served.
10. Ability to face exposure to toxic fumes, irritants, particulates, biological (infectious) and nonbiological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA.
11. Ability to read directions and cautions.
12. Ability to use both manual and power tools designed for the tasks required in the performance of duties.
13. Ability to operate in areas of high noise, poor visibility, limited mobility, heights, and in enclosed or confined spaces, all the while performing tasks demanding physical exertion and intense concentration.

Position Description Acknowledgement

Position Title	Revised/Updated
Firefighter/Paramedic	8/31/12

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

_____ Employee	_____ Date
_____ Supervisor	_____ Date
_____ Human Resources	_____ Date