



# Westfield Fire Department

## **JOB DESCRIPTION: Firefighter / Paramedic**

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**REPORTS TO:** COMPANY OFFICER (Lieutenant or Captain)

**WORK SCHEDULE:** 24-HOUR SHIFT

**STATUS:** FULL-TIME

**FLSA STATUS:** NON-EXEMPT

**DATE REVISED:** September 26, 2023

### **PURPOSE**

Firefighter/Paramedic's perform public safety work involving the protection of life and property by: fighting fires, responding to emergency incidents, using Emergency Medical Services skills, engaging in fire code enforcement, public education, hazardous materials operations, technical rescue operations, as well as station and equipment maintenance. This position is responsible for performing related duties as required.

**Distinguishing Features:** Upon successful completion of the Westfield Firefighter Recruit Academy and completion of the criteria for promotion, Firefighter-Recruits are criteria based promoted to the Firefighter classification. Firefighters are required to work 24-hour shifts and 56-hour work weeks. All work is normally performed under close supervision of a ranking officer in accordance with well-defined procedures. A Firefighter/paramedic may act as a Fire Engineer or Fire Officer or a paramedic on a relief or training basis. This position is FLSA nonexempt.

### **QUALIFICATIONS**

#### **Minimum Qualifications Required.**

- Holds valid Driver's License
- Legally eligible for employment in the United States
- Must possess a Candidate Physical Ability Test (CPAT) card prior to testing for employment
- Must meet the qualifications to wear a tight-fitting respirator by passing a medical evaluation test in accordance with CFR 1910.134 and must maintain certification.

- Candidate must maintain a minimum of the State of IN licensure of Paramedics, ACLS, PALS.
- Minimum of 21 years of age (upon employment) can apply at 19 years of age.

A Candidate must meet the qualifications and special requirements for a Firefighter Recruit. They must successfully complete the Westfield Firefighter Recruit Training Academy and criteria for promotion to Firefighter. After successfully completing the Westfield Firefighting Recruit Academy, must also maintain fire certifications in hazardous materials operations level, technical rescue awareness, and firefighter I/II. Must attend 6 A and R a year, either by attendance, video or Division Chief Presentation of material presented by the Medical Director.

**Preferred/Desirable Qualifications.** Coursework toward an Associate's Degree in Fire Science or Fire Science Technology from a regionally accredited college or university is preferred.

**Special Notice.** In the event a firefighter/paramedic wishes to relinquish their paramedic license; the firefighter/paramedic must present their case through the chain of command. The relinquishing of a paramedic license has a major operational impact on the City of Westfield Fire Department and on the citizens of the community. It may not be permissible for the firefighter/paramedic to relinquish their paramedic license immediately but rather wait for a planned replacement of the paramedic position.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public and other City employees while performing community service and public education activities; while conducting inspections, presenting public safety training classes, participating in school programs, answering questions, delivering emergency care, and ensuring patient needs. Communicate with patients and others with empathy and respect. Produces written documents and reports on technical and legal matters. Effectively communicating with professional medical personnel and treatment facilities to obtain instructions regarding further treatment and/ or to arrange reception of patients to the appropriate center. Establish and maintain effective working relationships with all levels of personnel within the medical community, Westfield Fire Dept., outside agencies, patients and members of the community.

**Manual/Physical:** Responds to emergency incidents, extinguishes fire, hazardous materials, and technical rescue operations and utilizes either basic life support (BLS) or advanced life support (ALS) skills. Maintains the ability to use firefighting equipment including: fire hoses and apparatus at emergency incidents. Assist with advancing hose lines and making hydrant connections. Direct water streams on fires. Administer emergency first aid to injured persons. Operate the following: hydraulic or pneumatic rescue equipment to rescue trapped or endangered persons and to force entry into locked vehicles or structures. Operate fire apparatus during fire suppression activities; and other vehicles requiring a standard Indiana Driver's License to perform regular and

emergency firefighting duties. Uses axes, pry tools, and pike poles to enter vehicles or structures. Uses common hand tools to overhaul a fire scene and perform routine fire apparatus maintenance duties. Perform searches and rescues inside burning buildings. Move dirt and burned building debris to rescue trapped or endangered persons and to overhaul burned-out structures. Moves heavy objects (up to 185 pounds or more) including 5" fire hoses, EMS equipment, salvage equipment, smoke ejectors, trauma boxes, and body boards for short distances (250 feet or less) with the assistance of an aide, in performing firefighting and related duties. Ventilate burning buildings by opening windows and holes in roofs and floors. Positions and climbs ladders to gain access to upper building levels. Work in small, cramped areas when rescuing trapped, endangered, or injured people. Digs up ground to fight brush fires and rescue trapped persons from cave-ins. Detects the following: natural gas leaks, traffic sounds, and sounds of impending building collapse, alarms, sirens, calls for assistance, and other audible signs of alarm or warning in emergency situations. Enter data into an electronic database system to document incidents and reports. Wears personal protective equipment weighing approximately 70 pounds: in high humidity (up to 100 percent) situations while wearing personal protective equipment that significantly impairs body cooling; in environments with extreme temperature fluctuations (400+ degrees Fahrenheit); and relies on self-contained breathing apparatus for respiratory ventilation. Inspect alarm and fire control systems for compliance with fire code enforcement standards. Inspect buildings for compliance with the UFC (Uniform Fire Code), fire prevention ordinances, etc. Distinguishes colors to identify National Fire Protection Association (NFPA) 704m System (hazardous materials), and fire chemicals by smoke color. Work with cleaning fluids, chemicals, insecticides, and similar solutions using routine and non-routine protective equipment to mitigate hazardous materials incidents. Work in a variety of weather conditions. Cleans and maintains Fire Department buildings, apparatus, and grounds. Uses appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA), while performing tasks in environments that may be immediately dangerous to life (IDLH atmospheres). Meet scheduling and attendance requirements.

**Hazards:** The paramedic, when responding to emergencies, can be exposed to dust, fumes, gases, fire, smoke, adverse weathering conditions, and chemicals. There is potential for bodily harm or death from violent patients, bystanders or other dangers. At all times the paramedic is expected to adhere to all applicable policies and procedures concerning safety and the prevention of contamination and infection due to blood borne pathogens.

**Mental:** Responding to emergency and non-emergency calls calmly, efficiently and promptly. Handle a significant number of stressful situations and be able to function calmly, coolly and collectedly under all types of stressful situations. Get along well with diverse personalities. Administering basic and advanced life support to patients at the scene, in route to the hospital and in a pre-hospital setting in accordance with federal, state and local laws, regulations and standards. Assessing the nature and extent of injury or illness to establish and prioritize medical procedures to be followed.

Treating patients at the scene, in route to the hospital, and in a pre-hospital setting in accordance with federal, state, local, laws, regulations and standards and in accordance with Westfield Fire EMS policies rules and guidelines.

Maintaining order at scenes, including crowd disbursement and restraint of family and friends. Completing patient care forms, insurance forms, evaluation forms, and all other forms in a competent and timely fashion. Adhere to and follow all policies and procedures concerning safety and contamination by blood borne pathogens.

Create and maintain a positive and cooperative working environment in stressful situations. Work professionally and effectively in a team. Analyze and interpret difficult and complex patient care and personnel situations. Work independently with minimal supervision for assigned tasks. Exercise sound independent judgment within general policy and procedural guidelines. Anticipate and identify problems and take initiative to prevent or correct them. Understand and follow federal, state and local laws, Westfield Fire Dept. policies, procedures and rules and follow orders.

Participate in education and training of EMS trainees, the public, and crew members.  
Participate in education and training of Fire trainees, the public, and crew members.

### **Job Responsibilities Related to Patient Privacy**

As a Firefighter/Paramedic must perform all job responsibilities in a manner that protects patient privacy:

The Firefighter/Paramedic is expected to protect the privacy of all patient information in accordance with Westfield Fire Departments HIPPA Policy, procedures, and practices, as required by Federal (and State) law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with Westfield Fire Department HIPPA policies and procedures on patient privacy may result in disciplinary action up to and including termination or employment.

The Firefighter/Paramedic may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The Firefighter/Paramedic may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other company operations. The Firefighter/Paramedic is encouraged and expected to report, without the threat of retaliation, any concerns regarding Westfield Fire Department policies and procedures on patient privacy and any observed practices and any observed practices in violation of that policy to the designated Privacy Officer.

The Firefighter/Paramedic is expected to actively participate in company privacy training and is required to communicate privacy policy information to co-workers, students, patients and others in accordance with Westfield Fire Department HIPPA policy.

**Additional Obligations and skills:** The Paramedic must possess and apply knowledge and skills necessary to perform the duties of a driver of ambulance equipment, including but not limited to:

Promptly responding to instructions from a dispatcher and driving and operating specially equipped emergency vehicles to specified locations at a safe and controlled speed, in accordance with federal, state, local laws, regulations and standards; and in accordance with Westfield Fire Department driving policies, rules and guidelines. Assuring that vehicles are in good working condition at all times, are properly maintained and stocked, have all necessary equipment, and reassure this equipment is in good working order at all times. Cleaning, organizing, and restocking vehicles in a ready condition after each transport. Receiving requests for emergency and non-emergency ambulance service and other duties related to communication via two-way radio and other communication devices.

Maintaining accurate records of ambulance equipment and other emergency equipment and /or personnel dispatched to each emergency and non-emergency request and other operation and administrative data as required to maintain the operational continuity of Westfield Fire Department policies and procedures and as directed by superiors. Properly document each transport, SOR or patient contact, on the approved Patient Care Report in accordance with Westfield Fire Department policies and procedures. Handling telephone communications professionally and efficiently with careful regard to the divulgence of information respecting confidentiality requests at all times.

**Knowledge /Skill/Abilities:**

Knowledge of:

- Emergency medical methods and procedures; and skill in the operation and care of fire department apparatus and equipment.
- Fire Suppression activities as well as Hazardous materials and technical rescue operations and procedures.

Ability to:

- Function effectively in emergency situations.
- engage in moderate to strenuous physical activity and work long hours under emotional stress during emergency situations
- participate in physical fitness programs, and comply with department medical and fitness requirements;
- learn the street system and physical layout of Westfield;
- understand and follow oral and written instructions;
- The firefighter/paramedic will understand and have a working knowledge of the current protocols

**Place where work is performed:** At the various Westfield Fire Dept. stations, roadways, homes, extended care facilities, personal residence, these are not exclusive or limited too.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City of Westfield and the Westfield Fire Department as the needs of the City and the fire department requirements of the job change.

The City of Westfield is an affirmative action/equal opportunity employer and will not discriminate, or tolerate discrimination, against any employee or applicant in any manner prohibited by law.