TOWN OF COLLIERVILLE, TENNESSEE
CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: FIREFIGHTER/PARAMEDIC

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform firefighting work combating, extinguishing, and preventing fires and advanced level pre-hospital emergency medical assistance work responding to medical emergencies that is designed to help the Town's Fire Department respond effectively to fires, medical emergencies, natural disasters, and man-made emergency situations.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Responds to requests for emergency medical assistance in a department emergency vehicle; provides on-site advanced emergency pre-hospital care to victim(s) of accidents, heart attacks, strokes, and other traumatic cases; applies paramedic skills to administer advanced emergency life support assistance such as defibrillating heart attack victim(s) in ventricular fibrillation, administering medications and narcotics, and performing other skilled medical treatments (controlled under strict paramedic regimens) to stabilize the patient; when necessary, transports victim(s) to hospitals and may communicate with the hospitals emergency room physicians while en route.

Responds to alarms of fire or other non-medical emergencies, such as hazardous material calls, with a pumper or ladder company; dons self contained breathing apparatus and protective fire gear before entering areas deemed dangerous to life and health; operates pumps, aerial ladders, auxiliary equipment and patient monitoring equipment; participates in hydrant, hose and equipment testing, inspection and maintenance; lays and connects hose; holds nozzles and directs fog streams, chemical and/or water streams at fire/blaze; raises and climbs ladders; uses chemical extinguisher, tools and appliances, hose lines, and related equipment.

Removes person(s) from danger; helps extricate victim(s) from vehicle accidents; administers advanced pre-hospital emergency medical assistance to victim(s) or injured person(s) at a fire scene; prepares victim(s) for transport to a hospital; performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.

Participates in fire drills and attends classes in firefighting, hazardous materials, fire containment methods and techniques, handling of emergencies, fire inspection methods and standards and related subjects; required to train and maintain established levels of proficiency in pre-hospital emergency care, hazardous materials, technical rescue and firefighting, and attain certifications as mandated by local, state, and federal agencies.

Applies training received to developing good judgment, effectiveness, and efficiency in firefighting methods, emergency medical services, fire and prevention practices, salvage operations, public relations, physical fitness and associated topics.

Prepares or completes various forms, reports, correspondence, logs, checklists, case files, investigative reports, supplemental reports, inventory records, vehicle maintenance requests, work injury reports, vacation/leave requests, or other documents.

Receives various forms, reports, correspondence, investigative reports, supplemental reports, internal/external fire agency reports, photographs, laboratory reports, medical examiner reports, medical records, laws, codes, ordinances, policies, procedures, maps, diagrams, bulletins, manuals, reference materials, material safety data sheets, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, database, e-mail, Internet, or other computer programs.

Maintains records, logs, and files of work activities: maintains current manuals, policies/procedures, bulletins, map books, and other materials for reference and/or review.

Communicates in person, via telephone, and/or via two-way radio: provides information and assistance; responds to requests for service or assistance; communicates effectively and coherently over fire and law enforcement radio channels while initiating and responding to radio communications.

Communicates with supervisors, officers, employees, dispatchers, other divisions/departments, law enforcement agencies, fire personnel, emergency/medical personnel, the public, the media, outside agencies, and other individuals as needed to obtain information, coordinate activities, review status of work, exchange information, or resolve problems.

Attends shift meetings, training sessions, and seminars as required to remain knowledgeable of departmental operations/activities, to promote improved job performance, and to stay current with changing policies, procedures, and codes; participates in physical fitness training and continuing education activities; reads professional literature; maintains professional affiliations.

Maintains an awareness of proper safety procedures and guidelines and applies these in performing daily activities and tasks.

Attends work on a continuous and regular basis.

ADDITIONAL FUNCTIONS

May drive apparatus; may operate pumps, aerial ladders, ambulances or auxiliary equipment.

Assists in making residential, commercial, and industrial inspections conducting life safety surveys.

Assists in educating the general public and business owners and their employees in proper fire prevention methods and procedures.

Restocks medical supplies after completion of EMS calls.

Assists in maintaining the cleanliness of firehouse facilities, fire grounds, fire apparatus and equipment.

May attend Board of Mayor and Alderman meetings and other relevant government and business meetings, where appropriate, outside regular business hours.

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Any equivalent combination of the following which provides the requisite knowledge, skills, and abilities for this job.

- High School diploma or GED with course concentration in the physical sciences or industrial arts.
- Possess and maintain the following as issued by the Tennessee Commission on Firefighter Standards and Education:
    - FFI
- Must successfully obtain the following within six (6) months of employment as issued by the Tennessee Commission on Firefighter Standards and Education and maintain throughout employment:
    - Firefighter II
- Possess and maintain the following as issued by the Tennessee Department of Health and Environment:
    - Paramedic License
- Possess and maintain the following as issued by the State of residency:
    - Valid Driver's License with appropriate endorsements
- Must successfully pass the Town of Collierville pre-employment verification.
- Must not have been convicted of a felony.
- Must not have been convicted of a Class A or Class B misdemeanor within 36 months of hire.
- Veterans must possess an 'Honorable' discharge from any Military Service.
- Subject to departmental policy, must establish and maintain their actual bona fide residence within a distance no greater than two (2) hours from the Town's corporate limits.
- Town of Collierville employees must not be on any departmental disciplinary probation.
- Must be 18 years of age at time of hire.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships. Thorough knowledge of municipal, state, and Federal laws, ordinances, and codes.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility. Requires the ability to establish and maintain effective working relationships with other Town employees, subordinates, representatives of cooperating agencies, and the citizenry.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments. May require the use of heavy power tools including the Jaws of Life in the most severe outdoor weather conditions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information. Requires the ability to express oneself clearly and concisely, both orally and in writing.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of heavy objects and materials (exceeding 50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally. The level of risk involved in entering burning buildings, in working in and around serious traffic accidents or hazardous chemical spills is such that it requires very close attention to detail to prevent accidents or injuries.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, violence, animal/wildlife attacks, animal/human bites, explosives, firearms, or rude/irate customers.

APPROVALS

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John Selberg, Fire Chief

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Bill Burke, Director Human Resources

The Town of Collierville, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.