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BOOK 2 – ADMINISTRATION

DEFINITION

As a member of a fire suppression and life safety team, participates in a team's response to a wide range of emergencies such as fires, medical emergencies, rescues, and other incidents. Operates specialized equipment, apparatus, machinery, and tools. Conducts fire inspection and prevention activities.

Career Firefighter-Paramedic-Floaters are required to possess a current Oregon EMT P certification.

Firefighter-Paramedic-Floaters are not assigned a permanent shift but rotate among the shifts depending on staffing needs.

SUPERVISION RECEIVED AND EXERCISED

Under supervision of Fire Shift Commander pertaining to scene emergency management and fire operations.

Under supervision of Shift Commander pertaining to emergency medical management.

Directs EMT-I, EMT-B medics and ambulance drivers.

Provides oversight for volunteers on emergencyies and at the station as authorized by Fire Shift Commander.

Firefighter/Paramedics are not supervisory personnel.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to the following:

General Fire Fighting and Emergency Response Duties:

- Responds to emergency situations and performs fire suppression activities, medical assistance and other specialized rescue activities in a team environment. Works within the chain of command and follows orders, rules, policies, standard operation procedures (SOP's), safety practices, and detailed directions; makes rapid decisions as to appropriate action if required.
- 2. Operates diverse equipment, such as hoses, breathing apparatus, a variety of hand tools and power equipment, saws, types of fire extinguishers and their use, ventilation equipment, specialized rescue and extrication equipment.
- 3. Performs foam operations; hose and ladder evolutions.
- 4. Assists in routine maintenance and inspection of apparatus, equipment and tools.
- 5. Participates in fire and other emergency/rescue drills and training; keeps up-to-date on methods, policies and procedures; takes periodic written and practical exams.

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- 6. Participates in the inspection and maintenance of fire hydrants.
- 7. Teaches basic fire prevention techniques at schools; conducts tours.
- 8. Assists with implementation of the department fire sign program.
- 9. Assists with maintenance and record keeping of district vehicles.
- 10. Provides specialized fire or EMS training to probationary, volunteer, and career personnel.
- 11. Participates in the maintenance of fire station and grounds.
- 12. Operates personal computers and medical reporting computers as required.
- 13. May assist special teams, such as hazardous materials, or participate as team member.
- 14. Operates diverse types of apparatus, such as engine, water tenders, and rescue trucks.
- 15. Performs other related duties as required.

EMS related duties:

(NOTE: The emergency medical service duties listed below are general in nature and are not a detailed description of duties authorized for each certification level.)

- 1. Performs life saving initial patient assessment and administers medical treatment, either basic or advanced, as determined by the employee's certification level.
- 2. Assesses, initiates, and documents treatment for injured, ill, or infirmed patients.
- 3. Performs lifting and moving of patients without causing additional injury.
- 4. Performs vehicle extrication activities.
- 5. Checks and maintains medic unit equipment and supplies.
- 6. Completes various reports of accident scene and patient care, such as pre-hospital medical care report.
- 7. Operates various equipment such as suction units, cardiac monitor defibrillators, stretchers, medical instruments/supplies and devices, etc.
- 8. Functions as paramedic in charge of patient care, treatment, and transportation decisions.

QUALIFICATIONS

Knowledge of:

- 1. Fire behavior, suppression and control strategies, hazards and techniques, such as control, prevention and extinguishment of various types of fires.
- 2. Principles of ventilation and smoke removal.
- 3. Basic rescue techniques and operations; advanced knowledge if member of a special team.
- 4. Primary and secondary fire search and rescue techniques.
- 5. Evacuation techniques and procedures.
- 6. Foam application principles and procedures.
- 7. Departmental rules, regulations, policies, and procedures; Principles of Incident

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Command System.

- 8. Procedures dealing with fire fighting and emergency rescue; station and apparatus resource manuals; emergency driving laws; and codes pertaining to fire prevention.
- 9. Fire fighter safety and survival practices.
- 10. Fire & EMS instruction techniques.
- 11. Radio techniques and procedures.
- 12. Ropes, knots, and hoisting.
- 13. Fire stream practices (hand lines and master streams).
- 14. Wildland and interface firefighting principles and procedures.
- 15. Flammable, hazardous, explosive, toxic materials and building construction for fire protection and fire hazards.
- 16. Building construction and affects of fire and water on structural stability and integrity.
- 17. Salvage, overhaul and property conservation techniques.
- 18. Water distribution systems; electrical systems; alarm system; heating/ventilation systems.
- 19. Locations including: water mains, building structures, sprinkler systems, topography of land and special hazards in district.
- 20. Fire prevention codes, regulations, standards, and inspection techniques.
- 21. Basic and advanced life support practices.
- 22. Basic fire detection principles, arson and fire investigation, and fire cause determination.
- 23. Specialty team operations (i.e., hazmat, water rescue, high angle rescue) and how to assist teams.
- 24. Principles and properties of hazardous materials.
- 25. Operation and maintenance of firefighting/rescue apparatus and equipment.
- 26. Mainframe and personal computer systems as applicable.

Ability to:

- 1. Perform duties assigned at incident site and for emergency and non-emergency situations.
- 2. Rapidly analyze problems and make decisions as to appropriate response within scope of orders from company officer.
- 3. Work effectively with others and as an integral part of fire suppression and emergency response team.
- 4. Use judgment in operating equipment within defined strategy and procedures; knows how to use equipment in different situations.
- 5. Prepare for various emergency response situations and handle stressful situations and traumatic incidents.
- 6. Determine best course of action and proper mode of response according to direction, policy, and chain of command.
- 7. Communicate effectively, verbally and in writing, with a diverse range of people; deal effectively with verbal and physical confrontations.
- 8. Understand and carry out orders.
- 9. Be prepared to instantly respond to emergency situations.

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- 10. Perform strenuous work under adverse conditions, such as heat, smoke, physical discomfort, confined spaces and various heights and hazardous environments.
- 11. Maintain composure and confront stressful situations and affects of repeated exposure to traumatic situations.
- 12. Maintain fitness required for position.
- 13. Operate special equipment and apparatus.
- 14. Use resource manuals.
- 15. Identify mechanical problems of apparatus and equipment and explain to mechanic.
- 16. Perform duties involving strenuous physical exertion and elements of personal danger including: moving heavy, awkward objects and people.
- 17. Maintain required records.
- 18. Acquire required certifications and credentials issued by the Department of Public Safety Standards and Training and Oregon State Department of Health.

Special Qualifications:

- 1. Current certification as an Oregon Paramedic
- 2. Possess a valid and current Oregon Driver's License
- 3. Comply with the District's residency policy.
- 4. Pass department physical exam and random drug test when required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; walk; use hands and fingers to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crawl, and smell.

The employee frequently must lift and move up to 10 pounds and occasionally move up to 150 pounds. Vision abilities required are close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must pass a hearing test within normal range.

The employee must meet the physical requirements as outlined in the Sisters-Camp Sherman Fire District Medical Release Form.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

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accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Work is primarily performed in offices, vehicles and outdoor settings in all weather conditions including temperature extremes during day and night. Work is often performed in emergency and stressful situations. The individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents or oils. During firefighting activities, an employee is exposed to restricted environment with temperature variance and periods of extreme physical exertion.

The employee occasionally works near moving mechanical parts and in highly precarious places and is exposed to wet or very dry conditions, fumes, airborne particles, toxic or caustic chemicals and a risk of electrical shock and vibration.

The noise level is usually quiet in the office setting and loud at the emergency scene.