

CHAPTER THREE – JOB DESCRIPTIONS

3.01 FIREFIGHTERS/PARAMEDICS

A. Nature of Work

This is highly skilled and technical-firefighting and emergency medical work in the preservation of life and protection of property against fire and related hazards. Work involves responsibility for participating in the provision of emergency medical services and the performance of rescue, fire suppression, and fire prevention duties as a member of a company as well as all duties delegated by law, ordinances, rules or regulations, or practices or procedures. Work also involves the operation of fire and emergency medical services equipment, and the maintenance of equipment, apparatus, and quarters. Employees of this class are required to participate in the operation of apparatus and the performance of hazardous tasks and skilled medical procedures under emergency conditions which may involve strenuous exertion under such handicaps as fire, heat, smoke, and cramped surroundings.

Although firefighting and emergency medical services work are the essential and most difficult and critical areas of activity, a substantial portion of time is spent training and studying methods, techniques, procedures and maintaining District property and equipment. Work is usually performed in accordance with general instructions and well-defined procedures, under the command of a superior officer. Work is reviewed through observation, inspections, and reports for results obtained.

Firefighting and emergency response are very difficult jobs requiring performance functions which are physically and psychologically very demanding. Firefighting and emergency response personnel are exposed to many toxic substances during the firefighting work, including carbon monoxide, cyanide, acrolein, hydrogen chloride, nitrogen dioxide, and benzene. The burning of plastics and other synthetic materials may expose firefighters to other toxic materials such as isocyanates and nitrosamines. Hazardous materials incidents may involve exposures to many toxic materials.

The strenuous work demands of firefighters, combined with exposures to carbon monoxide and other toxic substances may increase the risk for cardiovascular disease among firefighters. Acute respiratory changes also may stress the cardiovascular system.

B. Functions and Responsibilities

1. Station and Apparatus Maintenance

- a. Responsible to his/her shift officer for cleanliness and proper operating condition of assigned apparatus and other vehicles to which he/she may be assigned, including maintenance and minor mechanical repair. Promptly informs his/her shift officer of any difficulties or irregularities, which may affect operation or immediate response.
- b. Responsible for the cleanliness and proper maintenance of the buildings and grounds to which he/she may be assigned.
- c. Maintenance of a daily inventory check and adequate supply of all tools, appliances and supplies on the apparatus in his/her assigned station.

2. Fire Suppression/Rescue

- a. Reacts and responds to orders during medical, fire and other emergency calls in accordance with District Standard Operating Procedures (SOP's) and/or Standard Operating Guidelines (SOG'S).
- b. Directs and/or supervises others at the scene of an emergency when directed.
- c. Engages in rescue, fire control and extinguishment, and property conservation, including the use of fire hoses, ladders and other fire suppression and rescue equipment.
- d. Operates fire apparatus, rescue and other emergency equipment under adverse emergency circumstances.
- e. Becomes and remains familiar with pre-plans, geographical locations, target and special hazards within the response area.
- f. Becomes and remains familiar with the SOP's/SOG's including, but not limited to those involving fireground, rescue, high-rise elevator, hazardous material and special rescue operations.

3. E.M.S.

- a. Becomes and remains familiar with the policy and procedures manual of the emergency medical services system.

- b. Becomes and remains familiar with the standard operating procedures of the emergency medical services system.
- c. Conducts inspections and inventory of ambulances on a scheduled basis.
- d. Examines patients and reports symptoms, vital signs, and apparent nature of illness or injury to physicians/nursing staff by radio or telemetry equipment; performs immediate lifesaving procedures required by circumstances; stabilizes the patients and carries out instructions issued by physician/nursing staff; administers intravenous injections and solutions, and therapeutic drugs; operates resuscitator and defibrillator; supplies back and neck supports and braces, bandages, and splints as necessary; transports patient(s) to hospital; completes mobile intensive care rescue and ambulance report.

The above list of duties and responsibilities is not intended to be all-inclusive. The District reserves the right to assign additional duties and responsibilities it deems necessary or desirable, as well as take away any duties and responsibilities at its discretion.

C. **Physical/Mental and Environmental Working Conditions**

Ability to meet NFPA 1582 medical requirements for Firefighter, upon conditional offer of employment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- 1. Ability to operate both as a member of a team and independently at incidents of uncertain duration.
- 2. Ability to spend extensive time outside exposed to the elements.
- 3. Ability to tolerate extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot and humid atmospheres while wearing equipment which significantly impairs body cooling mechanisms and to be able to experience frequent transition from hot to cold and from humid to dry atmospheres.
- 4. Ability to work in wet, icy, or muddy areas and to perform a variety of tasks on slippery hazardous surfaces such as on roof tops or from ladders.
- 5. Ability to work in areas where sustaining traumatic or thermal injuries is possible.

6. Ability to face possible exposure to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, acids, carbon monoxide, or organic solvents either through inhalation or skin contact.
7. Ability to face possible exposure to infectious agents such as hepatitis B or HIV.
8. Able to wear personal protective equipment that weighs approximately 50 pounds while performing various strenuous firefighting, rescue, and other related tasks.
9. Ability to perform physically demanding work while wearing positive pressure breathing equipment (SCBA)
10. Able to work for long periods of time, requiring sustained physical activity and intense concentration.
11. Able to face exposure to grotesque sights and smells associated with major trauma and burn victims.
12. Able to make rapid transitions from rest to near maximal exertion without warm-up periods.
13. Able to operate in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces.
14. Must be able to rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, face life or death decisions, perform complex tasks, and make critical decisions in a confused, chaotic, and potentially life threatening environment throughout the duration of the operation.
15. Ability to raise, climb and work from ground and aerial ladders, without work inhibiting fears of height.
16. Ability to rescue, by carrying or dragging, an adult weighing at least 185 pounds, from a burning structure or other dangerous situations.
17. Ability to lift and carry at least fifty pounds, over horizontal and vertical distances of at least 250 feet.
18. Ability to operate hand and power tools, in both emergency and non-emergency situations.

19. Ability to advance and drag hoses, up to five inches in diameter, both charged and uncharged, limited distances, both horizontally and vertically.

D. Requisite Knowledge and Skills

1. Completion of a standard high school course; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.
2. Successful completion of the State requirements to obtain a certified Basic Operations Firefighter certificate and maintenance of same pursuant to District policy.
3. Successful completion of the Illinois Department of Public Health requirements to obtain Emergency Medical Technician P Certification and maintenance of same pursuant to District policy.
4. Successful completion of the State requirements to obtain Hazardous Materials Operations Certification and maintenance of same pursuant to District policy.
5. Must have and maintain a current driver's license of the proper classification, as determined by employer.
6. Ability to understand and carry out orders and assignments, in both emergency and non-emergency situations, and must be able to demonstrate understandable English speaking skills.
7. Ability to read English and be able to demonstrate twelfth grade reading skills.
8. Ability to use writing instruments and be able to demonstrate adequate English writing skills.
9. Must be able to meet attendance requirements of the shift schedule that requires employees to work Saturdays, Sundays, and holidays.
10. Must be able to learn the skills and duties of the job at minimally acceptable levels within reasonable training time frames.
11. Must be appropriately motivated and disciplined to learn complex job knowledge within reasonable training time frames.
12. Must be free of significant personality limitations (e.g. inflexibility, rigidity, etc.) that will interfere with learning the job in reasonable training time frames.

13. Willingness to perform both emergency and routine tasks with consistency of investment and effort.
14. Desire to serve and protect the public
15. Willingness to respond to supervisory guidance and assignments.
16. Willingness to respond to correction and discipline
17. Willingness to follow policies and procedures.
18. Ability to cope with (repeated) trauma and loss.
19. Courage to confront and ability to cope with danger to self and others.
20. Ability to cope with work schedule and impact of job on self and family.
21. Psychological endurance, tenacity for physically and emotionally demanding tasks (e.g. major fires in freezing temperatures).
22. Ability to make quality decisions based on training and common sense.
23. Ability to concentrate and focus in stressful situations.
24. Ability to act in the face of danger
25. Freedom from disabling fears (e.g. heights, fire, blood).
26. Willingness to work effectively with others as a team member.
27. Adequate interpersonal skills to integrate within the fire station environment for lengthy periods of time (e.g. 24-hour shifts).
28. Ability to establish and maintain effective working relationship with others.
29. Ability to communicate with the public