



Buxton Fire-Rescue

Administrative Policy

Subject: Personnel Regulations (3)

Section/Number: Firefighter & EMT Job Description (9)

Date Approved: December 29, 2015



Purpose

To establish the job description, qualifications, and basic guidelines for Paid-On-Call/Per Diem Firefighters and Emergency Medical Technicians (EMT).

Term

Both Paid-On-Call and Per Diem Employees are “at-will”, hired employees. Both employee classifications are covered under the Town of Buxton’s Personnel Policy, and therefore, all employees shall abide by the most current edition of the Policy.

If an employee is not meeting the basic requirements of their job description, he or she may be asked/forced to resign based on mandated training requirements and response expectations.

Time Commitment

Both firefighting and emergency medical services are skilled jobs that require continued training, education, and hands on experience, to become and remain proficient. It is the expectation that employees meet the minimum training, response, and meeting requirements as outlined below, to remain an active member of the department.

Training Requirements:

<u>Emergency Medical Technician:</u>	Emergency Medical Technician's (Paramedic, Advanced EMT, and Basic EMT's) will be governed by Maine EMS Rule's regarding training. It is the responsibility of the Employee to maintain his/her license per rule.
<u>Support Firefighter:</u>	12 hours of job task training including Annual Mandatory Trainings (e.g. SCBA, Fire Extinguishers, Haz Mat Refresher, BBP, Respiratory protection) 6 hours of this time must be done while attending in house training 12 Hours Required Annually
<u>Interior Firefighter:</u>	24 hours of structural firefighter training including Annual Mandatory Trainings (SCBA, Fire Extinguishers, Haz Mat Refresher, BBP, Respiratory protection) 12 hours of this time must be done while attending in house training 24 Hours Required Annually

Response Requirements:

Paid-On-Call Employees:

It is important that Paid-On-Call Firefighters and EMTs respond to emergency calls, in or outside of their district, when available, day or night.

Per-Diem Employees:

Per Diem Employees are expected to submit their availability, by the fifth of each month, to be scheduled the following month. It is the expectation that Per Diem Employees submit regular availability each month. If a

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Per Diem Employee is not able to work an assigned shift, he or she should refer to Administrative Policy 3.3 – Scheduling of Employees to understand the process to ensure that the shift is filled appropriately.

Per Diem Employees shall respond to all emergencies as dispatched, during their assigned shift. A more detailed response guideline can be found in Administrative Policy 12.1 – Response Expectations of Paid Staff.

Meeting Requirements:

Firefighters and EMTs should attend any and all department meetings to stay connected and current with department operations. It is understood that members have work and family commitments, however, attending meetings will keep the member up to date with department business, and it is an expectation that if a member can attend, he or she will attend.

Reports To

Line Officer (Station Captain or Lieutenant)

Nature of Work

This is a skilled emergency medical and/or firefighting position that requires the employee to respond to a wide range of medical, traumatic, and fire suppression-related emergencies in a community encompassing 40 square miles, with a population of 8,100 people. The department handles approximately 700 emergency medical calls and 400 fire related calls per year.

The person filling this position must be mature, honest, compassionate, able to work well with others, and be willing and able to interact positively with the public. The candidate must be prepared to respond to emergency medical and fire calls in all types of weather, day or night.

The person filling this position may become involved in station duties, public education, in-house education, equipment and apparatus maintenance, disinfecting and cleaning of equipment and apparatus, computer related reports and assignments, and a variety of other tasks assigned by their company officer, or other department officers.

Work is reviewed through discussion, reports, and during goal setting/mentoring meetings with the employees company officer.

Illustrative Examples of Work

- Provide fire suppression and prevention services and stay current with training, code standards and general operating guidelines, where trained, in order to provide a professional product to the customer.
- Provide primary patient assessment, treatment and transport at the appropriate Maine EMS License level, on any call for emergency medical service, in conjunction with other medical providers, where licensed and trained.
- Be knowledgeable in, and follow State and Local EMS protocols, and department Standard Operating Guidelines, and Policies.
- Exercise sound judgment with respect to all matters involving patient, bystander and responder safety including but not limited to; emergency vehicle operations, scene safety, injury prevention, infection controls, etc.

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- Establish and maintain effective working relationships with other employees (paid on call, per diem, full time and student live-in), supervisors, other departments, agencies, and the public.
 - Perform general maintenance of fire and rescue equipment and stations.
 - Operate a computer and or tablet to complete electronic as well as paper reports.
 - Perform public education and prevention details when available.

Requirements of Work/Essential Functions

Physical Demands

- Requires lifting over 100 lbs. And occasionally over 150 lbs while wearing personal protective equipment, including self-contained breathing apparatus; total weight approx. 85 – 100 pounds dry.
- Lifting and moving patients, with or without the use of rescue equipment, such as stretcher or stair chair, to move the patient from their initial location, through transport to a definitive care facility.
- During firefighting activities when exposed to extreme heat, blood pressure and pulse are elevated.
- Medium duration of direct exposure to fire and its by-products. About 20 minutes inside of a working fire incident with regular breaks. This can continue until relieved.
- Firefighting is done in any environment. Temperatures within a structure can reach 1000 degrees and below zero outside the fire or during a rescue.

Physical Requirements

- Vision – Normal vision needed with or without corrective lenses.
- Hearing – Normal hearing is needed with or without hearing aids.
- Mobility – Ability to walk and climb ladder or stairs.
- Body motion – A full range of body motion is required to accomplish both emergency medical and fire tasks as dictated by the individual situation.

Qualifications

Experience

- Demonstrates a willingness to participate in Department and Community Activities.
- General knowledge of the community's hazards, and surrounding communities that the department has mutual/automatic aid agreements with.

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Knowledge

- Training and Certifications:

<u>Support Firefighter</u>	Training based on Job Tasks Assignment
	IS 100, 700
<u>Interior Firefighter</u>	Basic Fire School (State Standard)
	IS 100, 700
<u>Emergency Medical Technician</u>	Completion of EVOC or Equivelant
	Maine EMS License
	IS 100, 700

- Knowledge of Buxton Apparatus, their operation, and associated equipment
- Resource knowledge: i.e. Police, EMS, Public Works, Haz-Mat units, hydrant locations, streets, etc.

Abilities

- Effective listening, oral, and writing skills, and able to get the message “across”.
- Able to make decisions without supervision, based on knowledge, experience, skills, and training
- Displays sound judgment, and able to “do the right thing when no one is looking”
- Able to follow directives
- Operates well under pressure, during emergencies
- Per Diem Employees must also become proficient as a driver operator of Buxton Fire-Rescue Fire and Rescue Apparatus and must meet the requirements for a driver operator as listed below:

<u>Driver Operator:</u>	6 hours of job task training including Annual Mandatory Trainings (e.g. SCBA, Fire Extinguishers, Haz Mat Refresher, BBP, Respiratory protection)
	Driver operator certification (initial) and re-certification annually on each apparatus that employee is certified to operate
	6 hours of this time must be done while attending in house training
	12 Hours Required Annually (Driver Operator hours may be counted toward other categories)

Salary and Job Classification

Paid-On-Call and Per Diem Job Classifications as defined by the Town of Buxton Personnel Policy:

Paid On Call - Paid on Call working for the Fire/Rescue are not eligible for benefits. Paid on Call are required to comply with any portions of the Personnel Policy that are not overridden by state or federal law.

Per Diems- Per Diems working for the Fire/Rescue Department are scheduled as needed/when available, are subject to the laws as defined for emergency personnel (e.g. compensation and hours worked) and are not eligible for benefits. Per Diems are required to comply with any portions of the Personnel Policy that are not overridden by state or federal law.

The salary for this position is set annually through the budget process by the Board of Selectmen.