

REFINERY TERMINAL FIRE RTFC POSITION DESCRIPTION

POSITION: EMT-Paramedic/Firefighter

POSITION STATUS: Hourly

REPORTS TO: Captain

DATE – 04 August 2015

REVISED:

POSITION OBJECTIVE - Under direct and general supervision, performs duties and related responsibilities of an emergency and/or hazardous nature in fire suppression and emergency operations. Operates within the parameters of RTFC policies, procedures, and practices, with special emphasis on the RTFC Occupational Safety and Health Program, to functionally participate in all emergency response and training services in order to achieve the mission of Refinery Terminal Fire RTFC. Provides routine and emergency medical care, extrication, and transportation of ill and injured persons; Assesses patient and determines nature and acuity of illness/injury and administers appropriate medical treatment utilizing independent judgment and protocols or standing orders; Provides exceptional pre-hospital clinical medicine based on the EMS Department's Scope of Care; Maintains and troubleshoots medical equipment; Maintains equipment and vehicles

ESSENTIAL DUTIES AND RESPONSIBILITIES – This position encompasses a variety of duties and responsibilities in performing a diversity of hazardous tasks when engaged in combating, extinguishing and preventing fires; in answering emergency calls, extricating and rescuing individuals from entrapment, treating the injured, and in operation and maintenance of RTFC equipment, apparatus, and quarters.

EMT-Paramedic/Firefighter – Responds to all emergency calls on an assigned shift:

- Maintains credentialing by Medical Director
- Functions independently, once credentialed by the Medical Director
- Capability to assess emergency scenes
- Manage medical and trauma patients, direct co-workers, first responders and bystanders in a positive manner
- Utilizes electronic communication including portable and mobile radios and electronic patient care records
- Operates EMS vehicles under normal and emergency situations

- Operates standard equipment; such as stretchers, cots, patient care monitors, and standard diagnostic equipment
- Extricates persons from vehicles, bend and lift, and perform CPR for extended periods of time
- Reports for duty on time and when assigned
- Works with and under the direction of other agencies during regional emergency response incidents
- Have excellent written and verbal communication skills
- Readily complies with departmental and countywide policies and procedures
- Performs related special projects as assigned
- Ability to perform physical demands and environmental factors, as well as regular attendance, are also essential functions for this position

Maintenance

- Cleans, maintains and assists in repairing fire and rescue equipment and apparatus.
- Performs general maintenance work in the upkeep of fire department property; makes minor repairs to property and equipment; washes, hangs and dries hoses, washes, cleans and disinfects equipment and apparatus.
- Performs other related duties and tasks as required or requested by supervision.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES - Due to the inherent danger involved in this position to the individual, other firefighters and emergency victims, it is imperative that the EMT-Paramedic/Firefighter possess the following:

Knowledge Of:

- 1) Fire suppression, emergency medical, rescue techniques, and the methods/ability to apply such knowledge to specific situations.
- 2) The correct methods and techniques of operating/caring for the tools, appliances, equipment and protective clothing basic to fire, emergency medical and rescue services under emergency situations.
- 3) Hazards and safety precautions involved in firefighting, medical, and rescue activities.
- 4) Current principles and practices of emergency care at the basic and advanced level

Skill In:

- 1) The operation of the required tools, appliances, apparatus and equipment.

- 2) Possess a positive mental attitude with the desire and motivation to achieve and maintain sharp skills required through attendance at classes and self – study.

Ability To:

- 1) Read and write the English language. Speak clearly and distinctly.
- 2) Learn the geography and physical layout of RTFC’s member companies to ensure the effective and efficient response to emergency requests.
- 3) Climb ladders and work at considerable heights, and also to work well below grade in dark, confined spaces.
- 4) Learn a wide variety of firefighting duties and methods within a reasonable working test period.
- 5) Adapt to a number of different situations that could all happen at the same time.
- 6) Establish and maintain effective working relationships with other employees and the member companies.
- 7) Understand and follow oral and written instructions.
- 8) Learn to operate all fire apparatus and equipment and to share knowledge of one’s own individual skills and expertise.
- 9) Have good health and strength sufficient to perform arduous work and motivation to maintain personal fitness and wellness.
- 10) Act quickly, calmly, effectively, and safely during emergencies.
- 11) Perform all operations while wearing self-contained breathing apparatus and full protective clothing, including, climb ladders, work in confined places and all aspects of firefighting.

MINIMUM EDUCATION AND EXPERIENCE -

Must be at least eighteen (18) years of age; possess a High School Diploma or Graduation Equivalency Diploma (GED) acceptable to the specific RTFC location of assignment; must successfully complete RTFC approved firefighter training

REQUIRED LICENSES, CERTIFICATES AND/OR REGISTRATIONS -

- Possession of a valid Texas Class C Driver’s License (or State equivalent) at the time of employment:
- Must be certified or licensed by National Registry OR Texas Department of State Health Services as a Paramedic (must not have state sanctions or disciplinary restrictions)
- Possess and keep current certification as an Emergency Medical Technician – Paramedic (EMT-P).

- Must be able to obtain or have current CPR certification.
- Must be able to provide emergency care at the Paramedic level under adverse conditions.
- Must obtain system credentialing as required by the Medical Director
- Must demonstrate excellent oral and written communication skills
- Must be proficient with computer key board, use of word processing.
- Must maintain a satisfactory Motor Vehicle Record
- Must obtain a valid Texas driver's license by date of hire
- Non-disqualifying criminal history and background check
- Possess and acquire within two (2) years following completion of Recruit School, and keep current a valid Texas Class A CDL (or State equivalent) Driver's License with Passenger and HAZMAT endorsements.
- Possess and acquire within two (2) years following completion of Recruit School and keep current certification as a HAZMAT Technician.

Caveat: If the employee is stationed at a location outside of the Corpus Christi area and the facility where the employee is located does not have firefighting vehicles that require a Class A CDL (or State equivalent) license for operations, this requirement will be waived. However, if the employee is subsequently transferred to the Corpus Christi area or another location where there is access to such vehicles, the employee will have up to 6 weeks to obtain a Class A CDL (or State equivalent) driver's license. Failure to do so in a timely manner will cause the employee to be reduced from his/her EMT-Paramedic/Firefighter position and subsequent promotions will be dependent upon meeting all qualifications necessary for the position.

SPECIAL REQUIREMENTS;

- 1) Must pass agility test, all medical requirements, and background investigation.
- 2) Live or relocate to within a thirty-(30) - forty five (45) minute driving time of the Main Fire Station depending on the RTFC location assigned.
- 3) Respond anytime, as required, to support Emergency Operations.
- 4) Successfully complete training in Rescue I & II.
- 5) Must be willing and able to work rotating shifts.
- 6) Must participate in and complete on-going training courses as required or requested.
- 7) Must pass all medical, agility, physical and/or practical training requirements on an annual or more frequent basis.
- 8) Maintenance of good attendance is a condition of employment.

WORKING CONDITIONS AND HAZARDS

Work Environment:

This position involves both station duties and response work, performing typical station duties such as cleaning of the general living and office areas, cleaning of the fire apparatus and other RTFC property. The work shift will consist of 24 hours on duty and 48 hours off duty. The employee will be exposed to all types of weather conditions and temperature fluctuations, from bitter cold to extreme heat and humidity. The employee will be exposed to noise levels ranging from moderate to very loud, from open areas to very cramped confined spaces. The work environment will subject the employee to heavy traffic conditions both in responding to emergency calls and when attempting extrications at emergency scenes.

Although firefighting and rescue work are the most difficult and responsible areas of activity, the major portion of time is spent drilling and studying methods, techniques, and organization, and in routine duties in the care and maintenance of RTFC property and equipment.

Tools and Equipment:

The employee will be required to use a data terminal and/or network computer and telephone during station functions. In the field the employee must drive a fire engine; be comfortable wearing full turnout gear, including self-contained breathing apparatus. He/she will use nozzles, hose, fans, ladders, ropes, portable radios, lights and any other equipment necessary to complete his/her task.

Physical Demands:

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is required to walk briskly; use hand to finger motions; handle or feel objects, tools, or controls; and reach with hands and arms both above the head and below the feet. The employee is often required to lift objects from a standing, crouching or lying position whose weight may exceed his / her own. The employee is required to lift and carry heavy fire equipment and tools, medical equipment and self-contained breathing apparatus some distance from the fire apparatus to the scene of the emergency.

The employee must occasionally lift and/or carry objects in excess of 100 pounds with frequent lifting and/or carrying of objects weighing 25 pounds or more. Such carrying will occur over uneven terrain and extend for distances of 25 to 300 feet. The employee must be able to perform these tasks under extreme heat and cold conditions while wearing full protective clothing and self-contained breathing apparatus. The employee must be able to climb outside ladders (100 ft.) in all weather extremes while operating firefighting equipment and wearing full protective clothing and self-contained breathing apparatus. Specific vision abilities required by this job include 20/20 vision, corrected.

ORIENTATION PERIOD:

An orientation period of one (1) year is required, during which time, performance will be carefully evaluated. Status will only be granted if all requirements have been met and work performance is determined to be satisfactory.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the job requirements change.