



## Firefighter & AEMT/Paramedic

Class Code:  
FT-FIRE-03

BONDURANT CITY (IA)  
Established Date: Jul 1, 2023  
Revision Date: Sep 19, 2023

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### SALARY RANGE

\$28.81 - \$38.66 Hourly

### JOB DESCRIPTION:

This position reports to and receives general supervision from the Lieutenants, Captains and Chiefs who reviews and evaluates work performance through conferences, reports, and overall results achieved. This is a nonexempt position with a standard 40-hour work week. Employees in this role are eligible for overtime pay for any hours worked beyond 40 in a work week.

Renders basic and advanced life support care to the sick and injured, rescues persons and property from danger, performs fire suppression activities, applies emergency rescue techniques, provides public education, and prevention duties. While emergency responses constitute the primary focus of a Fire Medic's responsibility, considerable time is spent in studying, training, inspecting, and maintaining equipment and apparatus. Duties involve an element of personal danger and incumbents must be capable of functioning as an integral part of a work unit to ensure the safe and efficient performance of duties. Work is performed in accordance with the rules, regulations, procedures, and other such authorities, which are applicable to the position. Work is reviewed through observation, verbally or through written reports for adherence to established policies and procedures. The Fire – Medic is the primary patient advocate while entrusted with their care and operates within the approved protocols of the Licensed Medical Director and Bondurant Emergency Services.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

1. Performs complex medical procedures that are within the approved department protocols and within their scope of practice.
2. Drives and operates ambulance or other apparatus as assigned.
3. Accurately completes written and verbal reports on patient care to hospital emergency departments.
4. Performs a thorough, daily inspection of the apparatus; notifies officer of any condition requiring repair or maintenance; ensures that the inventory of supplies and equipment is complete; assures that apparatus, and equipment are in good order.
5. Comprehends and documents complete and accurate patient histories.

6. Checks supplies and equipment daily to ensure proper control and inventory.
7. Participates in firefighting duties as described in the minimum qualifications section and duties outlined in the job description.
8. Lays hose lines, operates nozzles, pumps, and hydrants; utilizes fire extinguishers and performs other actions to suppress fire; operates hydraulic, pneumatic, manual, and power tools.
9. Participates in salvage operation and post-fire operations; uses salvage covers, floor runners, and other related equipment to reduce property damage from heat, smoke, fire, gases, and water.
10. Participates in drills and training evolutions as directed.
11. Cleans and performs general maintenance of fire equipment and fire station.
12. Responds to scenes of accidents or acute illness for which emergency medical care has been requested.
13. Required to transfer, lift, and move patients while employing appropriate safety and lifting techniques.
14. Responds to hazardous materials incidents at an operations level as outlined in Bondurant Emergency Services SOGs.
15. Responds to other calls for assistance as requested by the public or 911 dispatch as outlined in Bondurant Emergency Services SOGs.
16. As requested, participate in public education programs in schools, civic groups, and other locations.
17. Participates in crew training sessions on topics related to the employee's job functions.
18. Utilizes city technology for patient care documentation, record keeping, pre-incident planning, and other job-related functions.
19. Drives and operates fire apparatus as outlined in Bondurant Emergency Services SOGs.
20. Participates in daily physical training.
21. Performs related duties as required.
22. Must maintain all required certifications for length of employment.
23. Protect evidence or potential evidence at all scenes.

## **REQUIRED KNOWLEDGE, SKILLS, ABILITIES, CERTIFICATIONS & EXPERIENCE:**

### **Required Knowledge, Skills, Abilities, Certifications and Experience:**

Minimum certifications of Firefighter 1, Hazmat Operations, and Emergency Medical Technician Advanced, Paramedic, Critical Care Paramedic, or Registered Nurse (requires EMT certification and Medical Director signoff).

### **Knowledge of:**

- The principles and practices of effective fire and life safety and public administration, with special reference and attention to policy, personnel, and fire and life safety services and operations planning and organization.
- All State and local rules pertaining to Emergency Medical Operations and Transporting agencies.
- The principles and practices of effective fire and life safety operations.
- The facilities, equipment, and personnel needed to provide fire department services.
- Incident Command including firefighting tactics and strategy, fire ground factors, tactical priorities, rescue operations, fire control considerations, apparatus placement, property conservation, fire stream management, communications, hazardous materials, fire ground safety, and medical operations.
- The chemistry and effects of fire on various types of building construction and materials.
- The learning process, and the theories, principles, techniques, and aids which may be used in fire and life safety training programs.
- Incident Command Structure (ICS300, ICS700)
- Fire apparatus, equipment, and building construction.

- Basic technical services requirements for hardware and software applications in the Fire Department.

**Skills required:**

- Excellent organizational, verbal, written, and basic math skills.
- Mental capacity to exercise rational thinking and sound judgement under extreme pressure and in dangerous situations.
- Motivating, communicating with, and instructing/training others, using both technical and non-technical language to explain complex subjects and processes.
- Applying basic and advanced emergency medical assistance, including CPR and first aid.
- The safe and proper operation of equipment and tools.
- Remaining calm under adverse conditions and making sound judgments concerning life and property under pressure.
- Writing legal documentation of incidents and responding to questions before legal counsel.
- Oral communication in one-on-one and group situations.
- Utilizing public relations techniques in responding to inquiries and complaints.
- Establishing and maintaining effective working relationships with State, Federal, and other local fire and emergency management officials, elected officials, and City residents.

**Ability to:**

- Ability to learn a wide variety of firefighting and rescue duties.
- Ability to work from ladders and aerial devices at elevated heights.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to react quickly and calmly in emergencies.
- Ability to keep records and make reports.
- Ability to lift, run, walk, crawl, stand, and sit for extended periods of time.
- Ability to maintain physical condition to perform essential duties needed for firefighting, rescue, and emergency medical services.

**Performance Aptitudes:**

Physical Ability: Seldom sedentary and includes walking or moving, bending, stooping, lifting (up to 50 pounds), looking overhead and/or working in small/cramped areas as well as using small hand tools (pliers, screwdrivers, and wrenches), while performing duties. Climb ladders or steps while performing duties.

Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with the duties of the position.

Environmental Factors: Some work is performed in a normal City office environment, but primarily responds to emergencies, as needed, and is subject to potential personal danger. Some exposure to dirt, dust, pollen, odours, wetness, humidity, rain, fumes, extreme temperatures (hot and cold), loud noise, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, explosives, firearms, water hazards, violence, disease, and pathogenic substances. Travel to/from various City locations.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.