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Bondurant City (IA)
Fire/Paramedic Specialist

Job Description Code	PT-FIRE 02	Established Date	
Last Revised Date	11/09/2023	Salary Range	\$32.62 - \$43.50 Hourly
Bargaining Unit	N/A	EEO	EEO4-Protective Service Workers
Occupational Group	N/A	FLSA	Non-Exempt
Benefit Code	PT	Physical Class	PT/DT/BC

Job Description

Bondurant Emergency Services is seeking applicants for a part time firefighter/paramedic specialist for mostly over night and weekend coverage to join our thriving department. Interested Firefighter-EMT's are also encouraged to apply however, if offered a position the wage range would be \$18.82-\$25.10. Like-wise, Paramedics are preferred, however paramedics without firefighter credentials would be considered with certification requirements within a certain timeframe to be determined at time of offer. This is a nonexempt position with employees in this role eligible for overtime pay for any hours worked beyond 40 in a work week.

The Fire Department operates on a structured shift schedule consisting of 12-hour shifts to ensure continuous coverage and effective team rotation. The two-week cycle is organized as follows:

- Team A alternates between 48-hour and 36-hour work weeks.
- Teams B and D follow a similar structure, adjusting for overnight coverage to maintain a consistent 42-hour work week.
- Team C rotates between 36-hour and 48-hour weeks to evenly distribute workload and shift responsibilities.

This structure supports round-the-clock readiness while balancing workload, rest, and recovery for all team members.

The City of Bondurant is a fast-growing community with rapid expansion and development in both residential and commercial aspects. Bondurant Emergency Services provides 911 emergency medical services; in addition, we also respond to fires, motor vehicle collisions, and other emergencies. Our mission is to protect and minimize loss of life, property, and environmental effects from natural disasters and life-threatening situations within our community as well as assist other emergency agencies throughout the surrounding area.

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. Drives and operates ambulance or other apparatus as assigned upon completion of the driver clearance process.
2. Accurately completes written and verbal reports on patient care to hospital emergency departments.
3. Performs a thorough, daily inspection of the apparatus which is assigned; notifies station officer of any condition requiring repair or maintenance; ensures that the inventory of supplies and equipment is complete; assures that apparatus, equipment, and records are maintained and in good order.
4. Checks equipment daily to ensure proper control and inventory.
5. Participates in firefighting duties as described in the minimum qualifications section and duties outlined in the job description.
6. Lays hose lines, operates nozzles, pumps, and hydrants; utilizes fire extinguishers and performs other actions to suppress fire as directed; operates hydraulic, pneumatic, manual, and power tools.
7. 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.
8. Participates in drills and training evolutions as directed.
9. Participates in fire and life safety inspections of commercial properties.
10. Cleans and performs general maintenance of fire equipment and fire stations.
11. Responds to scenes of accidents or acute illness for which emergency medical care has been requested.
12. Required to transfer, lift, and move patients while employing appropriate safety and lifting techniques.

13. Responds to hazardous materials incidents and responds to other calls for assistance as requested by the public.
14. As requested, participate in public education programs in schools, civic groups, and other locations.
15. Utilizes city computers for patient care documentation, record keeping, pre-incident planning, and other job-related functions.
16. Participates in daily physical training.
17. Performs related duties as required.
18. Maintains regular and reliable attendance to fulfill daily operational requirements.

Required Knowledge, Skills, Abilities, Certifications & Experience

It is preferred for potential candidates have experience in both fire and EMS. Three years of EMS experience is preferred with current certifications as a Paramedic (NREMT) with ACLS and BLS certification a plus. Firefighter 1 certification along with Hazardous Material Operations is preferred. An unrestricted Iowa Chauffeur's (Class D) license is required or a CDL with airbrake endorsement preferred. It is essential the candidate can read, write, and speak the English language proficiently. Candidates with valid EMT certification issued by the Iowa Department of Public Health, Bureau of EMS at the EMT level (minimum) at time of hire. (Must obtain valid certification issued by the Iowa Department of Public Health, Bureau of EMS, Paramedic certification within 120 days of hire.) Valid Iowa drivers license and eligibility for coverage under the City of Bondurant's insurance and maintained throughout employment. Basic Life Support (BLS) for Healthcare Providers training at time of hire and must maintain throughout employment. Ability to demonstrate theory, techniques and practices utilized in emergency patient care for all ages; knowledge of oral, intramuscular and intravenous medication delivery, actions and contraindications; knowledge of dressing and splinting techniques. Ability to perform advanced emergency treatments; ability to document; skill in assessing and interpreting patient conditions; skill in oral and written communication; skill in operation and maintenance of ambulance and equipment. Hazardous Materials Operations training or within 90 days of hire and must maintain throughout employment. Five years experience with 911 ambulance service. Firefighter I and Hazardous Materials Operations level training. Knowledge of the National Incident Management System (NIMS). Experience in general public safety training will be considered. The candidate will have to pass the Central Iowa Testing Consortium written exam as well as undergo a pre-employment background check, physical, and drug

screen.

Ability to:

- Ability to learn a wide variety of firefighting and EMS 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.

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.

Supplemental Information

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, odors, wetness, humidity, rain, fumes, extreme temperatures (hot and cold), loud noises, 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.

Other Necessary Requirements

SUPPLEMENTAL INFORMATION

- **Physical Requirements:**
 - Ability to perform physically demanding tasks, including lifting up to 100 pounds and working in extreme conditions (heat, cold, confined spaces, hazardous materials).

- **Environmental Conditions:**

- Regular exposure to fire hazards, toxic materials, adverse weather, and potentially dangerous situations.

- **Work Schedule:**

- Flexible, including evenings, weekends, and emergency call-ins.
- Unlike traditional 24 hours on duty fire service, with our 12 hour shift service it is not expected for employees to sleep during the work shift.

- **Job Functions:**

- As outlined by **NFPA 1582** (National Fire Protection Association), which defines medical and physical requirements for fire service personnel.