



JOB DESCRIPTION			
Job Title:	Firefighter/Paramedic	Fire Chief:	Jason Manley
Position Type:	Regular Full Time	Work Period:	7 days
FLSA Status:	Non-Exempt	Expected Work Hours:	53 regular/3 overtime
Reports to:	Fire Officer/EMS Director	OT Expected:	Yes
Supervises:	None		
Driving Required:	<input checked="" type="checkbox"/> District Vehicle <input type="checkbox"/> Personal Car for Company Business <input type="checkbox"/> No Driving Required		
Updated:	July 2023	Reviewed By:	

Position Summary: The Firefighter/Paramedic performs a wide variety of all-risk response, technical work in fire suppression, emergency aid, rescue and fire prevention activities. This includes risk reduction and prevention, and fire suppression operations. The Yellowstone Mountain Club Rural Fire District (“Fire District”) also provides basic and advanced life support, emergency medical response, treatment, and medical transportation and provides pre-hospital assessment and care of patients at the advanced life support level for residents and guests of the Fire District.

Major Responsibilities:

- Possess a thorough knowledge of Montana State and Gallatin County Protocols.
- Assess and maintain operational readiness of Fire District apparatus, equipment, and supplies for emergency response.
- Participate as an essential member of a team in fire suppression, HAZMAT incidents, technical rescue emergencies; operate pumps, aerial ladders, and other Fire District equipment.
- Maintain personal training and education at the Paramedic level as defined by medical direction, state licensure, Fire District policy, and nationally recognized standards.
- Assess, treat, and transport consenting patients to appropriate receiving facilities.
- Professionally and competently lead emergency medical teams in the provision of prehospital care to patients.
- Communicate effectively with medical control and receiving physicians/providers, as necessary, to provide appropriate care to patients.
- Prepare medical incident and patient care documentation according to Fire District policy, medical direction, and nationally recognized standards.
- Assist with and/or facilitate training and education of Fire District emergency care providers.

Essential Job Functions:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain NREMT certification and Montana State licensure at the Paramedic level.

- Maintains certifications as an ACLS, PALS, and CPR provider.
- Respond to and initiate appropriate actions on a variety of fire, medical, rescue, hazardous material incidents, or other requests for Fire District service, to protect life and property.
- Apply the principles of incident command on all Fire District responses.
- Perform awareness or operations level hazardous material mitigation.
- Successfully complete Fire District required fire service and EMS training.
- Perform equipment, supplies, and apparatus checks.
- Inventory assigned equipment and ensure that they are properly maintained and ready for operation, and complete other in-house and fire station grounds maintenance and cleaning duties as needed.
- Document activities completely to ensure appropriate information is available regarding each call for service.
- Provide advanced life support level medical assessment, treatment, and transport for sick or injured patients.
- Control bleeding and dress wounds, splint/immobilize injuries, treat medical conditions, and administer medications.
- Interpret cardiac rhythms and provide appropriate interventions.
- Lift, carry, and transport patients in a safe manner to an appropriate receiving facility for transfer of care.
- Stay abreast of trends and changes in Montana State licensing, training requirements, certification requirements (e.g., CPR), evidence-based emergency medicine, standards of care, effective training methodologies and equipment, et cetera.
- Assist Fire District Training Officer and Training Committee in planning and implementing EMS training as needed for Fire District personnel.
- Effectively communicate orally and writing, prepare reports, and other Fire District documentation.
- Provide fire suppression in all types of fire conditions.
- Perform search and rescue operations at fires to locate and remove victims.
- Perform ventilation operations at fires to remove smoke and heat from structures.
- Carry out duties in conformance with Federal, State, and local laws, rules and regulations.
- Respond to a variety of calls for service and non-emergency situations.
- Drive emergency vehicles in a safe manner and in compliance with Fire District policies.
- Effectively use Fire District radio communications equipment.
- Effectively use Fire District software for NFIRS reporting, call tracking, and other statistical data entry.
- Maintain a working knowledge of Fire District property including roads, subdivisions, hydrants, water supply, buildings, and property boundaries.
- Maintain knowledge of fire protection systems, water supply, building construction, fire, medical, and rescue operations, disaster control, and extinguishment of combustible and flammable materials.
- Perform all duties and responsibilities in a safe, timely, and efficient manner in accordance with established Fire District policies, procedures, guidelines and nationally recognized standards of service.
- Provide Advance Life Support assessment, medical treatment, and transport for injured patients, according to clinical protocols and safety standards.

Other Duties and Responsibilities:

- Meet Fire District productivity, organization, punctuality/attendance, and consistency standards.
- Read, interpret, and follow instructions.
- Maintain a positive and respectful attitude.
- Maintain confidentiality.

- Maintain a clean and neat appearance at all times.
- Must be able to work flexible work hours/schedule including evenings, weekends, and holidays. Long hours may be required due to the nature of calls/emergencies.
- Perform fire safety inspections, fire prevention activities, public education presentations, public relations, and pre-planning.
- Assist with annual apparatus, equipment, hydrant, and hose testing and evaluation programs.
- Able to prioritize multiple tasks, work independently and as a team member.
- Employ discretion, integrity, and confidentiality as needed and required.
- Able to stay calm and act effectively in emergency and stressful situations.
- Maintain contact with other fire departments and emergency service agencies as needed for training, mutual aid, et cetera.

Disclaimer:

This job description is only a summary of the typical functions of this position and should not serve as an exhaustive or comprehensive list of all the possible duties, tasks and responsibilities being performed by individuals assigned to this classification. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Experience/Education Required:

- High school diploma, GED, or equivalent
- Vocational training or job-related course work
- Minimum 3 years EMS field experience at the Paramedic level in a busy district
- Basic Incident Command System (ICS) training

Experience/Education Preferred:

- Associate degree in EMS or fire department related field
- 5 years EMS field experience at the Paramedic level
- Certificate in ICS 300 level training (or equivalent) or greater
- Critical Care Paramedic and/or Flight Paramedic certification
- Current Firefighter II certification
- Current PHTLS certification

Certificates & Licenses:

- Montana State Driver's License
- Firefighter I Certification or equivalent
- Current NREMT Paramedic License and Montana State Paramedic License
- Current AHA BLS, ACLS, and PALS certifications

Computer Skills:

- Basic computer skills

Language Ability:

- Able to speak and write in English clearly and effectively.

Math Ability:

- Able to perform basic math calculations.

Reasoning Ability:

- Able to solve basic problems and/or know when it is necessary to get a supervisor to assist in problem solving.
- Accurately and quickly analyze conditions and respond according to standard operating procedures and guidelines.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work for this position will often require working outside in extreme heat, cold, rain, wind, snow, or inclement weather as the demands of the position so dictate. The job may also entail exposure to high elevations, confined spaces, hazardous conditions, and poor atmospheric conditions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to lift up to 50 pounds and occasionally up to 100 pounds. Sufficient hearing is required in order to effectively operate in emergency scenarios. The employee will also be required to talk frequently and must do so clearly and effectively. The employee is also required to have visual acuity to perform an activity, such as but not limited to: preparing and analyzing data and figures, visual inspection involving property maintenance, situational awareness pertaining to emergency situations, hazards and safety violations, and/or operation of machines. While performing the duties of this job the employee is constantly required to use hands and fingers to handle or lift items. The employee is constantly required to stand and walk, climb, or balance and stoop, kneel, bend, crouch, or reach with hands and arms.