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| <p style="text-align: center;">FAIRHAVEN FIRE DEPARTMENT Emergency Medical Services – Emergency Management STANDARD OPERATING PROCEDURES</p> | <p style="text-align: right;">ADM-29a</p> |
| <p style="text-align: center;">FIREFIGHTER/PARAMEDIC JOB DESCRIPTION</p> | <p style="text-align: center;">Orig. GO# 11/02</p>  <p style="text-align: center;">Todd M. Correia, Fire Chief</p> |

I. PURPOSE

Outline the duties and responsibilities of a Firefighter/Paramedic.

II. NATURE OF WORK


Responds safely to fire emergency incidents with their company on an assigned vehicle where, should a fire be present, their duties may consist of, laying, coupling, connecting and advancing fire hose into burning buildings to direct fog or water stream; placing aerial ladders and climbing when necessary; cuts and breaks openings in building as required; and enters burning buildings to evacuate and rescue persons in danger.

Responds to a variety of medical emergency incidents including heart attacks and seizures as well as home, business, and vehicular accidents; participates in the delivery of emergency medical services at the ALS level which include determining appropriate action or knowing when to call Medical Control to confirm the appropriate action to administer drugs or Paramedic care to safely transport the patient to the hospital.

Performs all necessary tasks outlined in the NFPA Firefighter I/II Program which may be but not limited to:

- When the ambulance is responded to a reported accident
- Reported smoke or smell of smoke in an area inside a building
- When a boat incident occurs
- When an incident occurs involving drowning, possible drowning, ice rescue or possible ice rescue
- Upon notification of a missing person
- Reported gas leak or smell of gas
- Hazardous Material spills or potential release
- Calls of entrapment, entanglement and rescues
- Report of fire alarms
- Report of past fires or explosions
- Reported bomb threats
- Arcing or downed wires
- Sprinkler gong sounding and/or water flow under sprinkler
- Structural collapses, confined space rescue or trench collapse
- Carbon monoxide problems
- Extrication from elevators, machinery and similar situations
- Unidentifiable gas smells or releases
- Oil spills
- Med flights

Participates with a Shift Officer in the inspection of apartments and businesses within an assigned area to gain compliance with fire prevention laws and codes; develops familiarity with the building, it's contents and the surrounding area; also performs routine fire prevention inspections such as, smoke detector compliance inspections, checking fire alarm boxes and fire alarm master box plug outs.

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| <p style="text-align: center;">FAIRHAVEN FIRE DEPARTMENT Emergency Medical Services – Emergency Management</p> <p style="text-align: center;">STANDARD OPERATING PROCEDURES</p> | <p style="text-align: right;">ADM-29a</p> |
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Regularly a Firefighter will be assigned desk duty during his tour of duty where he/she will receive all oral communications from the public and Firefighting personnel coming into the Fire Station. By following established procedures and employing common sense, he/she transmits requests for service to the appropriate location. Subject to the provisions in the Manual sections covering Policies and Procedures, the Officer-in-Charge through the Firefighter on desk duty has the primary responsibility for the initial deployment of firefighting personnel and equipment. The duties of the Firefighter on desk duty consist of:


- Inform the Officer-in-charge whenever a fire vehicle is out of service
- Be thoroughly familiar with the Department’s procedures relating to use of radio and other communications equipment
- Acquire a thorough knowledge of the location and lay-out of streets, buildings, parks, housing projects and other significant areas of the community so as to maximize the accuracy and speed of dispatches
- Respond to all complaints received in a calm civil manner
- Be familiar with emergency procedures that relate to matters requiring urgent fire attention so as to be capable of activating them immediately
- Keep personnel who have been dispatched on calls fully informed of all facts affecting the safety or efficiency of their response to the call
- Inform the Officer-in charge when contact with a Firefighter on assignment cannot be made after a reasonable amount of time
- Record all significant communications as required by current departmental procedures
- Answer all telephone calls promptly and respond by stating “Fairhaven Fire Department”, followed by his rank and surname
- Deployment of all apparatus must be through orders of the Management of the Department or Officer-in-Charge

Responsible for performing and completing required daily duties that change day to day, and are listed in a Daily Work List.

Responsible for the general upkeep of fire equipment and apparatus to which assigned, ensuring all equipment is ready to be used at any given time; must keep quarters cleaned and orderly.

Performs other duties as may be required by the Management of the Department.

Responsible to follow all policies and procedures located in the ESEMS section of the Operational Policy book that pertain to Paramedics and Paramedic duties and responsibilities

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III. DESIREABLE KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of modern firefighting and rescue principles, practices and methods.

Considerable knowledge of the operation and maintenance of various types of apparatus and equipment used in firefighting and rescue activities.

Ability to follow directions and complete tasks unsupervised.

Ability to notice dangerous situations and take action to prevent injuries.

Ability to operate safely when driving to and from a scene.

Considerable knowledge of Advanced Life Support techniques, airway management, drug administration and other life saving techniques.

Considerable knowledge of the geographical layout of the Town of Fairhaven, the location of fire hydrants, and major fire hazards in an assigned area.

Considerable knowledge of the principles of hydraulics as applied to firefighting.

Ability to follow rules, regulations and policies.

An incumbent of this classification must operate under all conditions of work from normal office environment to extremes of weather and hazards in potentially life threatening situations.

IV. MINIMUM QUALIFICATIONS

Candidates must hold an EMT-Paramedic certification and must maintain that certification, have passed the Firefighter I/II and HazMat Operations Level. Candidates must also meet specific physical requirements that are established by the Fire Administration.

V. NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Commonwealth of Massachusetts Driver’s License and the ability to drive or operate any and all apparatus of the Fire Department. Must attend Recruit training at the Massachusetts Firefighting Academy after employment.