City of Hastings

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Firefighter/EMT</th>
<th>Department</th>
<th>Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residency Requirement</td>
<td>Yes</td>
<td>Date Revised</td>
<td>6-11-15</td>
</tr>
<tr>
<td>FLSA Status</td>
<td>Non-Exempt (hourly)</td>
<td>Union</td>
<td>Union</td>
</tr>
<tr>
<td>Supervision Received</td>
<td>Under general supervision of station shift officer.</td>
<td>Supervision Exercised</td>
<td>May be asked to assist in functional and technical supervision over reserve firefighters and new recruits as assigned.</td>
</tr>
<tr>
<td>Subject to Recall</td>
<td>Yes</td>
<td>Shift Work</td>
<td>Yes</td>
</tr>
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DESCRIPTION OF WORK
The Firefighter/EMT is a dual role position having emergency medical care responsibilities in addition to firefighter duties. Depending on the nature of the emergency, the Firefighter/EMT will suppress fires, perform rescues and extrication, provide basic life support medical intervention, and other hazard control activities. Work is often carried out under stressful conditions in the presence of physical, environmental, contagious disease, and chemical hazards.

QUALIFICATIONS
High school diploma or GED equivalent at time of application.

LICENSES/CERTIFICATIONS/REGISTRATIONS REQUIRED
• State of Nebraska EMT certification required by date of hire.
• Valid driver’s license along with ability to be insured by the City’s insurance carrier to drive city vehicles.

SPECIAL REQUIREMENTS
• Must be 18 years of age or older at time of hire.
• Must pass annual firefighter agility test.

ESSENTIAL FUNCTIONS OF THE JOB
The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

• Respond to fire alarms; move toward the source of a fire and use knowledge of types of fires, construction design, building materials, and physical layout of properties for fire suppression. Lay and connect hose; maintain pumping apparatus; hold nozzle and direct water stream; raise and climb ladders; assist in freeing victims from situations in which they are physically trapped; utilize and maintain self-contained breathing apparatus (SCBA); ventilate structure; salvage contents.

• Responds to emergency medical calls by evaluating situations, providing emergency and non-emergency medical procedures up to level of training both stationary and in a moving vehicle, and transferring patients to medical facilities.

• Operate all types of firefighting and rescue equipment. Drive and operate firefighting vehicles and equipment.

• Administer first aid and cardiopulmonary resuscitation to injured persons.

• Dress with equipment such as fire-resistant clothing and breathing apparatus.

• Search burning buildings to locate fire victims. Rescue victims from burning buildings and accident sites.

• Process hazardous materials by testing for identification and performing removal procedures, inspecting target hazard areas.

• Observe established standard operational guidelines and medical protocols. Follow department, city, state and federal policies, codes, procedures and laws.

• Perform maintenance of facilities, grounds, and equipment by cleaning, inspecting, stocking, repairing and any other maintenance deemed necessary. Maintain inventories of equipment and supplies.

• Perform other duties by participating in training and drills, performing code violation building inspections, inspecting hydrants, providing information to public, installing smoke detectors, conducting station tours, visiting schools, participating in public education programs, processing paperwork and reports, and maintaining records.

• Regular attendance that is punctual and dependable is required.
• Communicate information via radio, telephone or other electronic transmission, direct contact or written report.
• Maintains continuing medical education training, ongoing training and evaluation or skills maintenance requirements for each licensing period as required for emt-b licensing as required by the State of Nebraska.
• Keep informed on firefighter and emt issues; attend staff meetings. Keep skills current and growing: attend required trainings, actively seek opportunities to learn new things.
• Perform related work as required and all other duties as assigned.

ADDITIONAL EXAMPLES OF WORK PERFORMED
• May serve on various employee committees.

KNOWLEDGE, ABILITY AND SKILLS
• Knowledge of principles, practices and procedures of modern firefighting, rescue methods, techniques and equipment and ability to apply properly apply those techniques and procedures.
• Knowledge of basic life support, CPR and other medical assistance techniques.
• Knowledge of equipment used for patient care such as defibrillators and vital sign monitors.
• Knowledge of applicable Federal, State, and local laws, codes and regulations including fire and building codes.
• Knowledge of or ability to learn local geography, including the location of streets, hydrants and the major fire target hazards of the City of Hastings and Adams County.
• Knowledge of basic report preparation and business letter writing utilizing proper English usage, spelling, grammar and punctuation.
• Ability to think and act quickly and effectively in stressful situations; to retain presence of mind in emergency situations.
• Ability to assess situations, make decisions independently under pressure, prioritize tasks and coordinate resources to accomplish objectives, whether at an emergency scene or in the fire station.
• Ability to perform duties in response to medical emergencies, provide basic life support care in accordance with department policies, fire department protocols and to triage patients into basic or advanced categories for transport level determinations.
• Ability to effectively and safely drive, operate and maintain the full range of emergency medical equipment and fire apparatus and equipment used by the department.
• Skills to effectively communicate, both orally and in writing, with fire service personnel at all levels of knowledge and competency and those contacted in the course of work.
• Ability, including strength, endurance, dexterity and skills, to safely and effectively use all fire suppression, medical, rescue and hazardous materials apparatus and equipment.
• Ability to work at heights greater than 10 feet; work on uneven surfaces using powered and hand tools; and to properly wear all safety equipment.
• Ability to see and read gauges, trouble lights and control panel screens. Perceive red, yellow, and blue colors to recognize hazards identified by fire diamonds.
• Ability to work for long periods of time (24 hour periods or more) without sleep or rest due to ongoing emergencies, requiring sustained physical activity or intense concentration.
• Ability to follow directions and function safely under general supervision.
• Ability to recognize potential hazards, and skill to develop comprehensive, understandable pre-incident plans.
• Ability to act in accordance with departmental policies, rules, instructions and written material in the field of firefighting.
• Ability to effectively communicate with those contacted in the course of work during emergencies, as well as routinely when handling questions, complaints, and requests for public service.
• Ability to lead reserves to achieve objectives positively, efficiently and safely.
• Ability to operate computer equipment for data entry, word processing, report writing, graphics and e-mail.
• Ability to maintain confidentiality.
• Ability to establish and maintain successful working relationships with those contacted in the course of work.

EQUIPMENT/JOB LOCATION
Proficiency in the use and operation of equipment including but not limited to the following:
• fire suppression and rescue equipment such as hoses, pumps, ladders, axe, pike pole, nozzles, etc.
• medical equipment certified to operate such as defibrillator, vetter bags, backboards, stethoscopes, etc.
• department vehicles such as fire engine, aerial truck, pumper, tanker, rescue squad, water rescue boat, and ambulance
The work environment, locations and characteristics described here are representative of those an employee encounters while performing the essential functions of the position:

**Location**
- indoors
- in a vehicle
- outdoor setting
- fire scene

**Health and Safety**
- mechanical hazards
- chemical hazards
- electrical hazards
- physical danger/abuse

**Environmental Factors**
- dirt and dust
- noxious odors
- noise and vibration
- confined spaces
- smoke
- fumes and odors

- noise level is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

The work is not only physically strenuous but can be stressful, sometimes involving life-or-death situations and suffering people.
### PHYSICAL REQUIREMENTS

<table>
<thead>
<tr>
<th>Task</th>
<th>Occasionally (1%-33%)</th>
<th>Frequently (34%-66%)</th>
<th>Constantly (67%-100%)</th>
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<td>Standing</td>
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<td>X</td>
<td></td>
<td></td>
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<tr>
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<td></td>
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<tr>
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<tr>
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<tr>
<td>Pole</td>
<td></td>
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</tr>
<tr>
<td>In/Out of Machine</td>
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<td></td>
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<tr>
<td>Ladder</td>
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### MACHINE CONTROL OPERATION

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<tbody>
<tr>
<td>Arm/Hand</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leg/Foot</td>
<td>X</td>
<td></td>
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<td>Simple Grasp (grasp lightly)</td>
<td>X</td>
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<td></td>
<td></td>
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<tr>
<td>Fine Manipulation</td>
<td></td>
<td></td>
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In the following graph write in how much weight the individual will be lifting in each category.

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<tr>
<td>Lifting/Lowering</td>
<td>X 0-125 lbs</td>
<td>X 20-50 lbs</td>
<td></td>
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<tr>
<td>Carrying</td>
<td>X 0-125 lbs</td>
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</tr>
<tr>
<td>Pushing/Pulling (force exerted)</td>
<td>X 0-125 lbs</td>
<td>X 20-50 lbs</td>
<td></td>
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### Vision Requirements

Close vision, distance, color, peripheral, depth perception and ability to adjust focus.
Visual acuity of not less than 20/40 in one eye, and 20/100 in the other eye, corrected to 20/20 in one eye, and 20/40 in the other eye; display adequate color and peripheral vision in both eyes.

### Heavy Work

Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly.

### Other

Continuously speaking (issuing voice commands, taste and smell)
Constantly hearing that will allow individual to safely perform all essential tasks. Examples: voice commands, radio traffic, audible signal to withdraw.
**Position Title**  | Firefighter/Paramedic  | Department  | Fire  
---|---|---|---  
**Residency Requirement** | Yes  | Date Revised  | 6-10-15  
**FLSA Status** | Non-Exempt (hourly)  | Union  | Union  
**Supervision Received** | Under general supervision of station shift officer.  | Supervision Exercised | Exercises functional and technical supervision over EMT’s at medical emergencies. May be asked to assist in functional and technical supervision over reserve firefighters and new recruits as assigned.  
**Subject to Recall** | Yes  | Shift Work  | Yes  

**DESCRIPTION OF WORK**
The Firefighter/Paramedic is a dual role position having emergency medical care responsibilities in addition to firefighter duties. Depending on the nature of the emergency, the Firefighter/Paramedic will suppress fires, perform rescues and extrication, provide basic and advanced life support medical intervention, and other hazard control activities. Work is often carried out under stressful conditions in the presence of physical, environmental, contagious disease, and chemical hazards.

**QUALIFICATIONS**
High school diploma or GED equivalent at time of application.

**LICENSES/CERTIFICATIONS/REGISTRATIONS REQUIRED**
• State of Nebraska EMT – Paramedic license by date of hire.  
• Valid driver’s license along with ability to be insured by the City's insurance carrier to drive city vehicles.

**SPECIAL REQUIREMENTS**
• Must be 18 years of age or older at time of hire.  
• Must pass annual firefighter agility test.

**ESSENTIAL FUNCTIONS OF THE JOB**
The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

**Paramedic**
• Respond to emergency medical calls, accidents, and other emergency situations involving threat to human life.  
• Operate equipment in advanced life support environments. Assess nature and extent of illness or injury to establish and prioritize medical procedures. Administer first aid treatment or life support care to sick or injured persons up to level of training in pre-hospital settings.  
• Perform emergency diagnostic and treatment procedures, such as stomach suction, airway management, or heart monitoring on-site and during ambulance ride.  
• Observe, record, and report to physician the patient’s condition or injury, the treatment provided, and reactions to drugs or treatment.  
• Drive mobile intensive care unit to specified location, following instructions from emergency dispatcher.  
• Decontaminate ambulance interior following treatment of patient with infectious disease and report case to proper authorities.  
• Administer drugs, orally or by injection, or perform intravenous procedures under a physician's direction.  
• Immobilize patient for placement on stretcher and ambulance transport, using backboard or other spinal immobilization device.  
• Coordinate work with other emergency medical team members, fire department personnel and police department personnel.
• Maintain continuing medical education training, ongoing training and evaluation or skills maintenance requirements for each licensing period as required for paramedic licensing as required by the State of Nebraska.

**Firefighter**

• Respond to fire alarms; move toward the source of a fire and use knowledge of types of fires, construction design, building materials, and physical layout of properties for fire suppression. Lay and connect hose; maintain pumping apparatus; hold nozzle and direct water stream; raise and climb ladders; assist in freeing victims from situations in which they are physically trapped; utilize and maintain self-contained breathing apparatus (SCBA); ventilate structure; salvage contents.

• Operate all types of firefighting and rescue equipment. Drive and operate firefighting vehicles and equipment.

• Administer first aid and cardiopulmonary resuscitation to injured persons.

• Dress with equipment such as fire-resistant clothing and breathing apparatus.

• Search burning buildings to locate fire victims. Rescue victims from burning buildings and accident sites.

• Process hazardous materials by testing for identification and performing removal procedures, inspecting target hazard areas.

**General**

• Observe established standard operational guidelines and medical protocols. Follow department, city, state and federal policies, codes, procedures and laws.

• Perform maintenance of facilities, grounds, and equipment by cleaning, inspecting, stocking, repairing and any other maintenance deemed necessary. Maintain inventories of equipment and supplies.

• Perform other duties by participating in training and drills, performing code violation building inspections, inspecting hydrants, providing information to public, installing smoke detectors, conducting station tours, visiting schools, participating in public education programs, processing paperwork and reports, and maintaining records.

• Regular attendance that is punctual and dependable is required.

• Communicate information via radio, telephone or other electronic transmission, direct contact or written report.

• Keep informed on firefighter and paramedic issues; attend staff meetings. Keep skills current and growing: attend required trainings, actively seek opportunities to learn new things.

• Perform related work as required and all other duties as assigned.

**Additional Examples of Work Performed**

• May serve on various employee committees.

• May serve as Acting Officer when necessary.

• Assist with department administrative activities as assigned.

• Assist in training new employees as assigned.

**Knowledge, Ability and Skills**

**Knowledge of**

• Principles, practices and procedures of modern firefighting, rescue methods, techniques and equipment and ability to apply properly apply those techniques and procedures.

• Basic and advanced life support, CPR and other medical assistance techniques and use of approved medications; all phases of patient care and transport at the Advanced Life Support (ALS) level.

• Equipment used for patient care such as defibrillators and vital sign monitors.

• Applicable Federal, State, and local laws, codes and regulations including fire and building codes.

• Basic report preparation and business letter writing utilizing proper English usage, spelling, grammar and punctuation.

• Purposes and uses of a variety of vehicles, equipment, apparatus, and tools used in firefighting, rescue and medical assistance operations.

• Knowledge of safety regulations and practices applicable to the City of Hastings, including those for fire fighting, EMS, rescue and hazardous materials.

**Ability to**

• Think and act quickly and effectively in stressful situations; to retain presence of mind in emergency situations.

• Assess situations, make decisions independently under pressure, prioritize tasks and coordinate resources to accomplish objectives, whether at an emergency scene or in the fire station.

• Perform duties in response to medical emergencies in accordance with approved fire department protocols; provide basic and/or advanced life support care in accordance with department policies, fire department protocols and to triage patients into basic or advanced categories for transport level determinations.
• Effectively and safely drive, operate and maintain the full range of emergency medical equipment and fire apparatus and equipment used by the department.
• Effectively communicate, both orally and in writing, with fire service personnel at all levels of knowledge and competency and those contacted in the course of work.
• Demonstrate physical aptitude, including strength, endurance, dexterity and skills, to safely and effectively use all fire suppression, medical, rescue and hazardous materials apparatus and equipment.
• Work at heights greater than 10 feet; work on uneven surfaces using powered and hand tools; and to properly wear all safety equipment.
• See and read gauges, trouble lights and control panel screens. Perceive red, yellow, and blue colors to recognize hazards identified by fire diamonds.
• Work for long periods of time (24 hour periods or more) without sleep or rest due to ongoing emergencies, requiring sustained physical activity or intense concentration.
• Follow directions and function safely under general supervision.
• Recognize potential hazards, and skill to develop comprehensive, understandable pre-incident plans.
• Act in accordance with departmental policies, rules, instructions and written material in the field of firefighting.
• Operate computer equipment for data entry, word processing, report writing, graphics and e-mail.
• Maintain confidentiality.
• Establish and maintain successful working relationships with those contacted in the course of work.

EQUIPMENT/JOB LOCATION
Proficiency in the use and operation of equipment including but not limited to the following:
• Fire suppression and rescue equipment such as hoses, pumps, ladders, axe, pike pole, nozzles, etc.
• Medical equipment certified to operate such as automatic external defibrillator (AED), vetter bags, backboards, stethoscopes, hypodermic injection apparatus or accessories, oxygen, spine boards, airway suction units, etc.
• Department vehicles such as fire engine, aerial truck, pumper, tanker, rescue squad, water rescue boat, and ambulance
• Hazardous materials detection and mitigation equipment
• Salvage equipment, ventilation fans, portable lights, generators, etc.
• Office equipment including computer, software, voice radio equipment, telephone, copy machine
• Power and hand tools, water vacuum, mops, brooms, squeegees and other general maintenance equipment
• PPE including SCBA equipment, bunker gear, gloves, helmet, haz mat suit, etc.

The work environment, locations and characteristics described here are representative of those an employee encounters while performing the essential functions of the position:

Location
• Indoors
• In a vehicle
• Outdoor setting
• Fire scene

Health and Safety
• Mechanical hazards
• Chemical hazards
• Electrical hazards
• Physical danger/abuse
• Explosives
• Noise and vibration
• Fumes and odors
• Noise
• Vibration
• High precarious places
• Confined spaces
• Darkness/poor lighting
• Smoke
• Loud
• Alarms
• High
• Temperatures
• Noise
• Humidity
• Temperature
• Fumes
• Flammable

Environmental Factors
The noise level is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

The work is not only physically strenuous but can be stressful, sometimes involving life-or-death situations and suffering people.
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# LIFTING

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**Vision Requirements** – close vision, distance, color, peripheral, depth perception and ability to adjust focus. Visual acuity of not less than 20/40 in one eye, and 20/100 in the other eye, corrected to 20/20 in one eye, and 20/40 in the other eye; display adequate color and peripheral vision in both eyes.

**Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly.

**Other** – Speaking and Hearing that will allow individual to safely perform all essential tasks. Examples: voice commands, radio traffic, audible signal to withdraw. Tasting and smelling.