



JOB DESCRIPTION

Firefighter/Paramedic Coordinator

Date Prepared: March 2014

Class Code: 5035

SUMMARY: Under basic supervision, performs firefighting, rescue, and licensed professional emergency medical duties as required to protect the lives and property of the City residents and businesses; responds to calls for service, and maintains Vernon Fire Department (VFD) equipment and facilities; administers VFD Paramedic Program, including training, certification, quality assurance, and grants.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Administers VFD Paramedic Program (PP); develops, disseminates, and reviews all PP documents, policies, and procedures; develops and writes grants applications for special PP funding and equipment; provides skills and recertification training for Paramedics and EMTs; reviews and corrects incident reports to assure compliance with VFD standards, and trains staff on technical and reporting skills improvements.
- Serves as designated Training Officer for emergency medical skills training, and serves as a Firefighter-Paramedic during emergencies; prepares and presents emergency medical skills training utilizing appropriate training techniques and adult learning concepts; updates training content to respond to new regulations and procedures; assures training activities are in compliance with regulations and VFD policies.
- Responds to emergency alarms and calls for service; mitigates hazards, and performs fire suppression, rescue, and licensed professional emergency medical duties as required to stabilize emergency incidents; follows orders under stressful conditions, and relays orders, instructions, and information on team actions.
- Operates emergency, fire, rescue, medical, and lifesaving tools and equipment; assists and coordinates with law enforcement personnel and other emergency responders; extracts victims from accident sites and hazardous situations; enters burning buildings to extinguish fires and rescue victims.
- Acts as lead medical technician for emergency care; provides advanced life support services, including invasive and non-invasive medical procedures, and complex treatment modalities.
- Inspects and maintains VFD facilities, vehicles, equipment, apparatus, tools, medical inventory, hydrants, and infrastructure; inspects, tests, evaluates, and repairs equipment after use; performs minor repairs on apparatus, equipment and facilities; notifies supervisors of maintenance problems beyond the scope of authority or skills; orders replacement supplies as needed.
- Studies City geography, traffic patterns, streets, landmarks, building locations, and special hazards of designated facilities, in order to perform duties in a fast and effective manner.
- Prepares and maintains departmental records and reports; completes specialized emergency services paperwork, narcotics and medication inventory, and medical billings; assists with inspection of buildings, developing fire pre-plans, and verifying compliance with fire prevention ordinances.
- Conducts public education sessions for a wide variety of audiences; participates in fire prevention, pre-fire planning and safety programs; assists with training of citizens and volunteer staff as assigned.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma or GED equivalent; AND five years of experience as a full time Firefighter-Paramedic, preferably with the City of Vernon.

Knowledge of:

- City and VFD policies and procedures.
- State and federal regulations, practices, and procedures governing fire safety and emergency services.
- Methods, practices and procedures for fire prevention, fire suppression, hazardous material responses, emergency medical services, rescue operations, and fire investigations.
- Procedures and equipment used in modern firefighting and emergency medical response.
- Advanced principles of emergency medical service and life support.
- Operational characteristics of fire suppression apparatus and equipment.
- Adult learning principles, classroom supervision, and characteristics of group dynamics.
- City geography, traffic patterns, and the location of all streets, landmarks and buildings.

Skill in:

- Analyzing Fire Department training issues and developing appropriate training programs.
- Effectively presenting information and concepts, in a classroom environment, with proper delivery skills.
- Remaining alert at all times, and reacting quickly and calmly in emergency situations.
- Providing firefighting, rescue, and medical services under emergency conditions.
- Following orders under stressful conditions, and following safe firefighting practices.
- Assessing complex emergency medical situations, stabilizing high-risk patients, and providing advanced emergency medical care.
- Recognizing the construction, contents, and occupancy of buildings in order to apply appropriate firefighting techniques.
- Assessing emergency medical needs, stabilizing patient, and providing emergency medical care.
- Operating and maintaining fire suppression apparatus, tools, and equipment.
- Maintaining and repairing firefighting vehicles, facilities, and equipment.
- Operating and maintaining specialized computer and communications equipment.
- Establishing and maintaining cooperative working relationships with co-workers.
- Working as a team member with other emergency services agencies.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Class C Driver's License is required; Class C with a California State Firefighter Endorsement or Commercial license is required within one year of hire; Continuing Education (CE) provider number for Advanced Life Support (ALS) and Basic Life Support (BLS). California State Fire Marshal (CSFM) Instructor 1A/1B, National Association of Emergency Medical Services Educators (NAEMSE) or Equivalent Vocational Teaching Credential. Must possess a Certificate of Completion from a Valid California Accredited Fire Academy or California State Fire Marshal Firefighter I; Must be a National Registered Paramedic or licensure from the California Emergency Medical Services Authority (EMSA) as required for Los Angeles County State or Los Angeles County. Must possess a valid physical ability test CPAT (Candidate Physical Ability Test) or PAT (Physical Ability Test formerly known as Biddle).

Additional technical training and certifications are preferred and may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a fire department facility, and in the field for on-scene response to emergency situations. Work requires wearing of specialized gear and Self Contained Breathing Apparatus for extended periods of time, and climbing, lifting, carrying, and transporting equipment and individuals weighing up to

200 pounds. Functional vision and normal hearing to differentiate sounds (voice, horn) are required. Work may involve exposure to extreme weather conditions, extreme heat, unstable structures, hazardous materials, emergency situations, body fluids, infectious diseases, and pathogens. Must maintain a level of physical fitness to meet VFD standards.