

**Combination Fire/EMS Staff Members
Pulaski County Public Safety Department**

Department: Public Safety

Reports to: Fire Division Command Staff and Incident Commander as applicable

Supervision Exercised: None

Supervision Received: Work is performed with minimal instruction and supervision. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non- exempt, both Part and Full-Time Career Staff.

Work Hours: As scheduled, including holidays and weekends.

Essential Employee: Yes, see Pulaski County Personnel Policy.

ESSENTIAL FUNCTIONS: When scheduled for a Combination Fire/EMS shift, personnel function as EMS Division Field Staff Members, as well as perform functions in conjunction with the County's Fire Departments. Responds to fire and pre-determined calls, and performs duties as assigned by the Incident Commander. Performs intermediate protective service work providing protective and technical services in the field of fire suppression, including driving and operating fire apparatus, in an effort to protect and preserve life and property from fire and other potentially hazardous situations, and related work as apparent or assigned. Performs fire suppression, extrication, rescue, safety, support, and other duties as directed by the Incident Commander. Assists with daily needs including maintenance and upkeep of apparatus and equipment. Responds to EMS calls as needed.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test, background check, and a physical agility test.

RESPONSIBILITIES:

- Maintains certifications and clearances to practice according to EMS Field Staff Member requirements.
- Maintains qualifications, certifications, and demonstrates proficiency in all required areas of firefighting, hazardous materials, and extrication, as directed and approved by the Public Safety Department Policies.
- Maintains proficiency and clearance to drive and operate EMS and fire apparatus, in accordance with Public Safety Department and County policy.
- Maintains collaborative and professional relationships between EMS, Fire Department, and Emergency Management Personnel.

- Able to adapt to rapidly changing job functions, as dictated by the County's Fire and EMS needs.
- Responds to emergency calls including fire, hazardous material incidents, technical rescue, and medical calls. Will be required to operate emergency vehicles safely on public streets or otherwise.
- Conducts daily and routine equipment maintenance such as check off trucks and preventative maintenance. Assist with facilitating annual servicing, fluid changes, truck repairs, and equipment repairs.
- Performs special projects as designed by the Fire Division Command Staff.

ADA REQUIREMENTS: Emergency Medical and Fire Services are both physically and emotionally demanding fields. Staff members, who cannot physically or emotionally perform the tasks required, must be relieved from duty, either voluntarily or involuntarily. See VaOEMS TR-14A/TR-14B and Physical Agility Test for minimum functional job requirements. Working conditions include:

- Normal work environment includes duties work out-of-doors in all types of extreme weather and temperature conditions.
- Appropriate protective measures are required for all procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact to blood, body fluids, or tissue, or a potential for spills or splashes of them.
- Hepatitis B Vaccination is strongly recommended.
- Potential exposure to hazardous materials.
- Lifting and positioning of patients and heavy equipment is required.
- May be exposed to hazardous environments, including but limited to: Violent patients and bystanders, Rescue work at emergency scenes, such as motor vehicle collisions, industrial and construction sites, roadways, hazardous materials incidents, heavy/technical rescue situations, and fires.
- Must operate and travel in emergency services vehicles under both emergency and non-emergency conditions.
- Must be able to work in mentally stressful emergency situations while maintaining skills and abilities.
- Demonstrates physical capability to function in hazardous and strenuous environments as evidenced by successfully completing an annual physical agility evaluation and medical evaluation, as approved by the Director of Public Safety.
- Must be medically approved for, and maintain approval, for the unrestricted use of respirators/SCBAs in accordance with the Respiratory Protection Plan.
- Must maintain facial hair/grooming as needed to facilitate the safe use of respirators/SCBAs. Facial hair may not interfere with the use of these devices.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to function in both EMS and Fire Department operations.
- Ability to complete orientation and precepting process.
- Detail oriented and ability to follow complex instructions and procedures.
- Ability to work independently and be proactive with patient needs.

- Must possess excellent oral, written and interpersonal communication skills.
- Must possess a working knowledge of office equipment, general typing, filing/record keeping as pertains to fire and EMS equipment, and general maintenance.
- Computer skills as pertains to fire and EMS incident reporting and charting software; as well as effective and professional e-mail, text, and phone communications.

EDUCATION AND EXPERIENCE:

- Certification as an EMS provider by the Virginia Office of EMS.
- Certification must be maintained at or above the level at the time of hire, or obtain approval from the Director of Public Safety, or their designee.
- Completion of EMS and Fire precepting process and any other training as required to maintain authorization to practice as an EMS field staff member.
- VDFP Firefighter II Certification
- Haz-Mat Operations (VDFP or approved equivalent)
- Extrication Technician (VDFP or approved equivalent)
- OEMS and VDFP approved EVOC Class I, II, and III Certification
- Other certifications or training as required by the Public Safety Department's Policy for fireground operations.
- Experience in general firefighting and pump operations.
- Several years' experience in firefighting and EMS, at a minimum, or equivalent combination of education and experience.

SPECIAL REQUIREMENTS:

- Meets current County requirements to operate emergency vehicles and completes required clearance process. Must remain eligibility to operate vehicles in accordance with County policy and insurance requirements, and successfully complete the driver clearance process.
- Meets minimum monthly availability/time worked required for position as defined in policy.
 - Full-time staff: Works varying schedule of 48 hours per week.
 - Part-time staff: Works shifts based on availability and department needs

PROFESSIONALISM AND CONFIDENTIALITY:

- Exhibits excellent work habits and interpersonal skills.
- Maintains privacy and confidentiality of patient information.
- Understands and consistently implements all County policies and procedures.
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the department.

TRAINING AND JOB DEVELOPMENT:

- Satisfactorily completes orientation and precepting process.
- Completes all required in-service and mandatory training as directed.
- Develops and sets own personal goals for acquiring new skills and job growth.
- Participate in conferences, workshops, webinars, trainings and other opportunities as required by the department.
- Works with staff to discuss and resolve problems and provide ideas for improvement and efficiency within the department.

Note: This job description is not intended to be all-inclusive nor is it intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all county policies, procedures and position requirements.

Employee: _____

Date: _____