

VILLAGE OF KEY BISCAIYNE
Job Description

JOB TITLE:	Firefighter/Paramedic
DEPARTMENT:	Fire Rescue
PAY GRADE:	
FLSA STATUS:	Non-exempt
REPORTS TO:	Lieutenant
DEPT MGR APPROVAL/DATE:	
VILLAGE MGR APPROVAL/DATE:	

MISSION STATEMENT: To provide a safe, quality community environment for all islanders through responsible government.

DEPARTMENT MISSION STATEMENT: To contribute to a safe, quality community environment for all Islanders through responsible Fire Rescue Services.

SUMMARY: To protect life and property through firefighting, providing emergency medical and rescue services and participating in fire prevention and training activities.

CUSTOMER SERVICE: To serve the residents, visitors, vendors and employees of the Village with respect, helpfulness, friendliness, efficiency, cost effectiveness, and patience that reflects the mission, values and operating principles of the Village of Key Biscayne.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Responds to service calls, including fire or fire-alarm calls, rescue calls, or hazardous materials situations; locates, confines and extinguishes fires; performs salvage and overhaul functions; performs ventilation; evacuates persons or property.
2. Performs Paramedic skills and uses a variety of technical equipment in support of basic and advanced life support in accordance with Department techniques and current approved Medical Protocol.
3. Mitigates the effects of natural and man-made disasters using resources available.
4. Reports to the officer in charge at a firefighting emergency in full protective clothing and self contained breathing apparatus for an assignment of duties.
5. Inspects buildings and structures for compliance with fire codes and for pre-fire planning; writes warnings, performs re-inspections and writes citations.
6. Drives and operates all fire/rescue apparatus vehicles; performs the scheduled check-out of an assigned vehicle when assigned as Driver/Engineer.
7. Inspects, cleans and maintains personal gear and assists with assigned apparatus and equipment in order to maintain operational readiness.
8. Performs the scheduled check-out of any medical equipment, medical supply inventories and replenishment, replacement and/or repairs of these items as required.
9. Documents and notifies the appropriate authorities of any mechanical or operational defects found during apparatus or equipment check-out.
10. Attends roll call to receive assignments and current information.
11. Inspects, cleans and maintains fire station and surrounding area.
12. Attends classes on apparatus maintenance and operation and fire/rescue techniques.
13. Participates in company drills.
14. Participates in officer training and self-initiated career development.
15. Directs and assists in responding to citizen inquiries or complaints.
16. Maintains knowledge of current local street grid system.
17. Maintains knowledge of location of principal water mains, sprinkler buildings and hydrants.

18. Supervises change over to reserve apparatus to ensure all pertinent equipment is transferred or accounted for.

NON-ESSENTIAL DUTIES/RESPONSIBILITIES: None at this time.

SUPERVISORY RESPONSIBILITIES: None. May act out of classification in a supervisory position.

QUALIFICATIONS: 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED).

COMMUNICATION/LANGUAGE SKILLS: Ability to read, speak and write in English; other languages helpful. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports. Ability to speak effectively before groups of residents or other employees. Ability to accurately describe observations, circumstances and activities verbally and in writing.

MATHEMATICAL SKILLS: Ability to apply concepts of basic algebra. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret and apply a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to quickly and correctly analyze situations and adopt effective courses of action under emergency or high-stress conditions

CERTIFICATES, LICENSES, REGISTRATIONS: State of Florida Paramedic and Firefighter Certifications, State of Florida Class D driver's license with E endorsement or City of Miami Driver Engineer, and a satisfactory driving record.

OTHER SKILLS AND ABILITIES: Basic computer skills including word processing, spreadsheet applications and presentation software. Ability to carry out critical or routine instruction and perform properly without hesitation even under emergency or hazardous conditions. Ability to analyze information from a variety of sources, assess a situation, draw valid conclusions and take appropriate action. Ability to physically perform tasks which may be strenuous and prolonged in emergency or non-emergency situations. Ability to perform tasks requiring balance, motor coordination and dexterity. Ability to deal with victims, family members, bystanders and the public at the scene of the incident under stressful conditions with professionalism and tact. Ability to establish and maintain effective working relationships with other employees, the public and representatives of other agencies. Ability to swim proficiently by the end of the probationary period.

EQUIPMENT/TOOLS: Hose lines, nozzles, hose tools, appliances and materials to extinguish fire or protect exposures, forcible entry tools, ladders, airbags, ropes, hydraulic equipment, hammers axes, saws, extrication equipment, water rescue equipment, scuba gear, diveboat, medical equipment.

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.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 175 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

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.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; explosives; and vibration. The noise level in the work environment is usually moderate but occasionally loud.

SAFETY: Follows Village, OSHA, and public safety guidelines and protocols. Uses common sense to perform job functions in a safe manner. Reports all safety hazards to supervisors to ensure safety of work environment.

I have received a copy of my job description and agree to follow its guidelines and speak with my supervisor if questions arise. I understand that this job description is dynamic and that additional tasks may be added/subtracted from time to time, with notice, as situations arise.

Employee Signature

Date