

JOB DESCRIPTION

Position Title: **Firefighter/Paramedic**
Department: Fire Department
Salary: Per Union Contract

SUMMARY/OBJECTIVE

Provide Paramedic level pre-hospital care to patients. Provide fire protection to the Town of Lee. Assist with various administrative duties such as purchasing, maintaining equipment and stock.

SUPERVISION

Works under the direct supervision of the Chief and the Officers of the Lee Fire Department. Performs various duties unsupervised under a predetermined schedule of responsibilities.

MAJOR DUTIES (essential job functions)

Primary function is to respond to and provide emergency pre-hospital care to patients at the paramedic level. To control and extinguish fires and respond to emergency situations where life, property or the environment is at risk. Maintain minimum standards for emergency equipment and emergency vehicles. Process patient records for billing. Purchasing of equipment/supplies to a pre-approved monetary limit. Conducts public tours of the facility as required.

WORK ENVIRONMENT

Administrative duties consist of an indoor environment. Operation of computer and office equipment. Has limited access to confidential patient and personnel records. Paramedic duties consist of patient care and transportation which is totally dependent upon the situation and weather conditions which may vary from ideal to hazardous. Makes frequent contact with the public, other emergency services, and hospital personnel. Errors could endanger persons and property, cause delay of services, have legal or financial repercussions and result in adverse public relations. Operate on emergency scenes for the purpose of firefighting when call upon.

PHYSICAL REQUIREMENTS

Ability to carry, balance and manipulate equipment/patients up to 120 pounds. Ability to carry, lift, support, and position patients, including those incapable of independent movement. Ability to bend, stoop, balance and crawl on even and uneven terrain. Ability to balance while lifting, moving, and positioning patients and equipment. Possess the visual acuity necessary to perform technical skills. Possess fine motor and hand-eye-foot coordination required performing technical and precise skills. Possess sufficient verbal and auditory perception to be able to perform comprehensive patient assessment, management and transport. Ability to interpret and respond to written and oral instructions or descriptions. Ability to converse via phone, radio or in person with

other healthcare providers and EMS personnel. At times may be exposed to hazardous weather or other severe conditions in the field. Custodial duties involve light to moderate physical effort.

RECOMMENDED/REQUIRED* MINIMUM REQUIREMENTS

- *high school graduate or GED
- *National and/or Massachusetts Certified Paramedic
- *Current CPR certification
- *Valid Massachusetts driver's license
- Knowledge of Massachusetts OEMS pre-hospital protocols and regulations pertaining to Massachusetts Ambulance Law
- Minimum 2 years experience in the field at the paramedic level
- Ability to communicate well with others
- Organizational skills and ability to work unsupervised
- Experienced certified firefighter preferred

POSITION TYPE/EXPECTED HOURS OF WORK

Full Time, 48 hours per week (2 – 24 hour shifts)