

**POSITION DESCRIPTION  
CITY OF PLYMOUTH, INDIANA**

**POSITION:** Firefighter/Paramedic  
**DEPARTMENT:** Fire  
**WORK SCHEDULE:** 24-hour shift of 7:30 a.m. - 7:30 a.m. on assigned schedule  
**JOB CATEGORY:** POLE (Protective Occupations, Law Enforcement)

**DATE WRITTEN:** July 2017

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Plymouth provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Firefighter/Paramedic for the City of Plymouth Fire Department, responsible for responding to alarms for the medical treatment and transportation of injured/sick emergency victims, preventing and suppressing fires, and protecting the lives and property of citizens of Plymouth.

**DUTIES:**

Enforces local, state, and federal laws by implementing effective policy for the prevention and investigation of arson and other violations and the protection of lives of the public.

Responds to various alarms, including fires, auto accidents, medical calls, hazardous material spills and rescues, riding on and/or driving appropriate vehicle to emergency or fire scene and carrying/dragging/setting up various equipment as necessary.

Assesses, treats, and transports victims following Paramedic Protocols established by the State of Indiana and the PFD.

Lifts, carries, drags, lays and connects hose lines from hydrants and equipment to scene. Carries resuscitators, tools and other equipment from vehicle to scene.

Suppresses fires, including climbing ladders, crawling/walking on roofs and floors, operating proper hand/power tools and equipment to force entry and/or open holes and windows to supply adequate ventilation, focusing streams of water and/or chemicals toward fire, and moving into fire areas as trained.

Maintains constant communication with fellow firefighters and other emergency personnel involved in emergency situations to provide and/or receive pertinent information.

Searches for and rescues victims from dangerous situations, including carrying unconscious persons and/or assisting victims up/down ladders and stairs, extricating victims trapped in confined areas, and stabilizing victims by performing basic first aid or CPR. Offers comfort to distraught individuals at emergency scenes as appropriate, such as victims, relatives and/or spouses.

Responds to reports of hazardous materials, including identifying and containing hazardous materials to minimize or prevent damage, and evacuating persons from hazardous areas as training and conditions will safely permit.

Salvages and overhauls fire scenes and damaged structures, monitoring sites for recurrence of fire and protecting and preserving evidence at fire scenes.

Completes and submits various reports as required, including fire scene observation reports, run sheets, inspection reports, and injury and bloodborne pathogens exposure reports.

Monitors and maintains equipment and vehicles to ensure proper working order and readiness for service, including cleaning/washing, checking fluids and tire pressure, filling air tanks, checking regulators, examining equipment for damage and returning to proper storage location. Replenishes supplies as needed.

Performs maintenance duties in and around station, such as sweeping/mopping floors, dusting, cleaning toilets, and removing trash.

Attends prescribed in-service or other training programs for certification/recertification as required.

Maintains current knowledge of manuals, street maps, hydrant system, and other related documents.

Responds to emergencies on a 24-hour basis.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Must be at least 21 years of age but not have reached the age of 36 years prior to appointment/hiring date, in accordance with 1977 PERF guidelines and regulations.

Firefighter I & II certifications, current EMT-P or EMT-A certification, and all other State mandated training.

Current certifications in ACLS, PALS, and AHA BLS for Healthcare Providers.

Ability to meet all department hiring and retention guidelines, including meeting minimum standards of the Police and Firefighters Public Employees Retirement Fund. Must pass medical and psychological examinations, a written test, and a drug screen. Must not pose a direct threat to the health and safety of other individuals in the workplace.

Thorough knowledge of and ability to effectively administer various emergency medical procedures, such as application of splints, treatment of wounds and abrasions, and artificial resuscitation.

Extensive knowledge of fire suppression techniques/equipment and rescue and salvage procedures, and ability to make practical application of customary practices, procedures, rules and regulations of the department and applicable city, state and federal laws, ordinances and codes. Ability to take authoritative action as situations demand.

Working knowledge of fire service hydraulics and ability to properly operate and maintain department vehicles and equipment, including, but not limited to, protective clothing, breathing apparatuses, axes, power saws, fans, cutting torch, jaws-of-life, crowbar, ladders, aerial devices, hoses, thermal imaging camera, radio, computer, cardiac monitor, and intubation equipment.

Working knowledge of Department bloodborne pathogen exposure reporting procedures and ability to utilize universal health precautions to prevent infection from bloodborne pathogens.

Considerable knowledge of geographical areas, City layout, street names, locations and landmarks within designated fire district and the hydrant system.

Working knowledge of and ability to effectively apply evidence collection and preservation techniques.

Working knowledge of radio frequencies, codes, procedures and limitations, and ability to speak clearly and distinctly, and hear and be heard and understood in person, by radio, and by telephone.

Knowledge of tornado procedures and ability to assist with property damage and/or personal injuries caused by tornadoes or storms.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare written reports within departmental deadlines.

Ability to respond swiftly, rationally and decisively to emergency situations, perform necessary duties and take appropriate actions, despite stress of personal injuries, life and death situations, extreme heat and poor visibility due to smoke.

Ability to effectively communicate orally and in writing with co-workers and department superiors, other City/County agencies, hospitals, law enforcement agencies, victims and their families, and members of the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to obey all verbal and written orders and directives from department superiors.

Ability to work independently and as a team member at incidents of uncertain duration.

Ability to work for long periods of time, requiring sustained physical activity and intense concentration.

Ability to apply knowledge of people/locations, plan/layout work assignments, and utilize good judgment in extreme and uncommon situations.

Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Ability to compile, analyze and evaluate data, make determinations, and take action based on data analysis.

Ability to maintain good physical condition and to physically perform all essential duties of the position, including, but not limited to, lifting and carrying other persons, heavy equipment and fire hoses, climbing stairs and ladders, crawling through confined spaces, forcing entry into buildings, climbing over obstacles, jumping up/down from elevated areas, and running short distances. Ability to complete and pass annual physical agility test.

Ability to maintain certifications as required by OSHA, State of Indiana, and the Fire Chief through continuing education or training sessions.

Ability to work extended, irregular, evening, and weekend hours as scheduled and occasionally travel out of town for training, sometimes overnight.

Ability to serve on-call and respond to emergencies on a 24-hour basis.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent performs duties according to standard department operating procedures, making independent decisions and taking authoritative action in response to situational demands. Incumbent works according to a formal schedule with priorities primarily determined by service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual or unprecedented matters. Incumbent receives indirect or occasional supervision and has moderate flexibility in the job. Periodically, decisions are made in the absence of specific policies and/or guidance from supervisor. Errors in work are primarily detected or prevented through procedural safeguards and legally defined procedures. Undetected errors could result in substantial property loss, endangerment to self or others, and/or damage to equipment.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent communication with department superiors and co-workers, other City/County agencies, hospitals, law enforcement agencies, victims and their families, and members of the public for purposes of exchanging information, providing instruction, and resolving problems.

Incumbent reports directly to Assistant Chief and/or officer in charge of emergency scene. Supervision follows clearly defined chain of command to Fire Chief.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a fire station and at emergency scenes, involving sitting/walking at will, standing/walking for long periods, pushing/pulling heavy objects, climbing ladders/stairs while carrying persons, heavy equipment or hoses, reaching, bending, crouching/kneeling, crawling through confined spaces, forcing entry into buildings, climbing over obstacles, jumping up/down from elevated areas, running short distances, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent is regularly exposed to hazardous conditions normally associated with firefighting, including smoke, toxic chemicals, noxious gases/fumes, extreme heat, dangerous heights, varying weather conditions, slippery surfaces, rough terrain, excessive noise, limited visibility, grotesque sights and smells, violent/distraught individuals, and communicable diseases. Universal health/safety precautions must be followed at all times to avoid contamination, infection, and/or injury to self and others.

Incumbent works extended and irregular hours, evenings and weekends as scheduled and occasionally travels out of town for training, sometimes overnight. Incumbent serves on-call and responds to emergencies on a 24-hour basis.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Firefighter/Paramedic for the City of Plymouth Fire Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name