



# Scarborough Fire Department

## Scarborough, Maine



### Standard Operating Procedures

<b>Book:</b>	<b>Organization</b>
<b>Chapter:</b>	<b>Fire Department Organization</b>
<b>Subject:</b>	<b>1133 – Job Description FT EMT/Firefighter</b>
<b>Revision Date:</b>	<b>9/19/2008, revised 3/31/2017, 3/14/2018</b>
<b>Approved by:</b>	<i>B. Michael Thurlow</i>

#### QUALIFICATIONS

- Must hold and maintain a valid Maine Driver’s license.
- High School Diploma or equivalent required; Associate degree preferred.
- Interior Structural Firefighter certification; NFPA Firefighter II preferred.
- Successful completion of a state certified AVOC/EVOC class.
- Must have the ability to work fixed and rotating shifts.
- Must hold and maintain a valid Maine A-EMT license. Candidates with a current EMT-B license may apply and be may hired with a grace period of up to 36 months from their date of hire to become licensed as an A-EMT at their own expense and on their own time.
- Must currently meet or be willing to meet the fire and EMS training requirements listed below.
- Must successfully complete a physical abilities test.
- Must successfully complete a comprehensive background check.
- Must successfully complete a post offer comprehensive physical examination.

**REPORTS TO:** Full Time Lieutenant & Operations Captain

#### NATURE OF WORK

This is a skilled emergency medical and firefighting position that requires the employee to respond to a wide range of medical, traumatic, and fire suppression-related emergencies in a community encompassing 54 square miles with a year round population of nearly 20,000 that is significantly higher in the summer months. The department's annual call volume exceeds 4,000 calls for service per year.

The person filling this position must be mature, honest, compassionate, able to work well with others, and be willing and able to interact positively with the public. The candidate must be prepared to respond to emergency EMS and fire calls in all types of weather, day or night. Due to the geography of the community the candidate must be prepared for emergencies on/in the ocean, highways, residential neighborhoods, industrial areas, as well as agricultural settings.

The person filling this position will become involved in station duties, public education, in-house education for the professional development of our personnel, equipment and apparatus maintenance, disinfecting and cleaning of equipment and apparatus, computer related reports and assignments, and a variety of other tasks that may be assigned by the Fire Chief or his designee.

The person filling this position must be:

- Knowledgeable in current EMS standards applicable to their licensure level as outlined in state and local protocols
- Knowledgeable and proficiently skilled in all fire suppression related techniques as outlined within
- Proficiently skilled in all patient care techniques that may be performed by a Maine licensed Emergency Medical Technician as appropriate for their licensure level
- In good physical and mental condition
- Able to develop a rapport with a vast cross section of coworkers including call members, student firefighters, part-time and full-time firefighters and EMS personnel, local and state police officers, and hospital staff all with varying levels of training and experiences.

### **ILLUSTRATIVE EXAMPLES OF WORK REQUIREMENTS**

- Work closely with a Paramedic partner to provide patient assessment, treatment, and transport within the scope of your Maine EMS license level on any call for emergency medical service in the Town of Scarborough and its mutual aid communities.
- Perform effective triage, treatment, and transport of victims involved in an MCI event.
- Be knowledgeable in and adhere to State and local EMS protocols as well as department and company Standard Operating Procedures, Guidelines, and General Orders.
- Exercise sound judgment with respect to all matters involving patient and responder safety including but not limited to; emergency vehicle operations, scene safety, injury prevention, infection controls, etc.
- Perform fire suppression activities as required including but not limited to suppression, ventilation, forcible entry, search & rescue, overhaul, and managing a rehab division.
- Perform station duties, equipment and apparatus maintenance checks, hydrant shoveling, hose testing, and a variety of other assignments as part of the team as assigned.
- Maintain a willingness to learn and employ additional skills and techniques as needed.
- Learn and maintain up-to-date knowledge of the location of streets, principal buildings and geographic features of the Town of Scarborough.
- Effectively receive, process, relay, and follow both oral and written instructions.
- Comply with all Department training requirements.
- Establish and maintain effective working relationships with other employees (call, part-time, full-time and students), supervisors, other departments, agencies, and the public we serve.
- Safely operate all types of ambulances and fire apparatus under both routine and emergency response in all types of conditions.
- Attend and participate in scheduled staff meetings.
- Participate in and use the quality assurance program and performance evaluations as a positive learning tool for professional development.
- Understand and work within the principals of the National Incident Management and Incident Command systems.

**SALARY**

This position is covered under a wage scale as outlined in a collective bargaining unit contract.

**FIREFIGHTING & EMS TRAINING REQUIREMENTS**

An employee in this class must attend, pass and remain certified:

- At the Maine A-EMT license level
- As a Firefighter II and Hazardous Materials Technician within 36 months of hire date
- Other classes as deemed appropriate by the Fire Chief