

# Gorham Fire and Rescue Department Standard Operating Procedures

	<b>Subject:</b> Job Description –Full Time Firefighter-EMT	<b>SOP:</b> A004	<b>Pages:</b> 2
	<b>Category:</b> Administration	<b>Subcategory:</b>	<b>Effective Date:</b> July 1, 2018
	<b>Approved By:</b>	<b>Date Originated:</b> March 6, 1990	<b>Date of Last Revision:</b> June 12, 2018
			<b>Forms Required:</b>

**Purpose:** The purpose of this SOP is to establish the job description and qualifications for a Full-Time Firefighter-EMT in the Gorham Fire Department as well as provide a guideline for potential Firefighter and Emergency Medical Service duties.

**Job Description:** Firefighting is a skilled position involving the delivery of Firefighting and Rescue Services within the Town of Gorham and for agencies assisted by the Gorham Fire Department. Firefighting and Emergency Medical Services are by nature strenuous jobs and the Firefighter-EMT may be required to perform assigned tasks in a variety of potentially adverse conditions. A Firefighter-EMT reports to a company officer. A Firefighter-EMT shall comply with the Town of Gorham’s personnel policy, all applicable state and federal laws and standards and the contract between the Town of Gorham and the International Association of Firefighters Local 4095.

**Qualifications:** A Firefighter-EMT in the Gorham Fire Department will be trained as a Firefighter 2 certified. They will maintain licensure with Maine Emergency Medical Services as well as current AHA Healthcare Provider CPR certification. Additionally, the Firefighter-EMT will be familiar with roads, landmarks, buildings, fire hydrants and departmental operations.

**Position Classification:** This position is classified as an hourly (non exempt) position.

## Essential Job Functions

1. Must be able to work flexible hours, including weekdays, weekends, nights and holidays.
2. Must be able to obtain and maintain a Maine driver’s license and drive a motor vehicle and be insurable in a normal risk pool.
3. Must possess a valid Maine Emergency Medical Services License (EMT-B or higher)
4. Must be certified to Maine Fire Training and Education Firefighter 2 or equivalent.
5. Must have normal vision with or without corrective lenses and be capable of using telephones, computers, printers, and other basic office equipment as well as Firefighting equipment.

6. Must be able to stand, walk, talk, stoop, kneel, and reach in a variety of environments.
7. Must be able to lift up to 100 lbs.
8. Must be able to maintain an effective relationship with the public, municipal and school department's staff and personnel.
9. Must be proficient in spelling, basic math, reading, and proper telephone techniques.
10. Must be able to maintain confidentiality and trust.
11. Must be able to initiate and complete work with varying levels of supervision.
12. Must have normal hearing with or without corrective hearing aids and be able to communicate effectively, both orally, and in writing and to follow complex instructions.

**External and internal candidates, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either aided or with assistance of a reasonable accommodation to be determined by management on a case by case basis.**

**Duties:** A Firefighter-EMT will respond to Fire, Rescue and Emergency Medical calls with their assigned company. He or she will be responsible for driving and operating departmental vehicles, operating pumps, using SCBA, using ladders, and other equipment proficiently. They will be capable of laying and connecting hoses, operating nozzles, and directing streams. The firefighter will be able to raise and climb ladders, use chemical extinguishers, pry bars, hooks, ropes, and other universal pieces of equipment.

They will treat, triage and transport sick and injured persons within the scope of their EMS license or under the direction of the highest EMS licensed person involved in the patient's care.

They will ventilate burning buildings, remove persons from danger, perform salvage operations, and remove debris. They shall be under the immediate supervision of their company officer or Senior Firefighter.

It will be the responsibility of the Firefighter to keep their apparatus, equipment, tools, and their personal gear and equipment in a clean and serviceable condition. They shall promptly report to their company officer any deficiencies, or lack of such property. They shall follow the orders of their superior officers at all times. They shall attend trainings on a regular basis and shall attend company meetings when available. It shall be their goal to become a more proficient Firefighter/EMS provider while performing all duties to the best of their ability.

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 above statements are intended to describe the general ratio and level of work being performed by people assigned to this job. It is not intended to be an exhaustive list of responsibilities and duties required. This job description may be changed, at any time, at the sole discretion of the Town of Gorham to provide for its changing needs.