



<b>Department:</b>	Fire
<b>Supervisor:</b>	Director
<b>Prior Revision Date:</b>	01-15-2008
<b>Last Revision Date:</b>	12-01-2013
<b>Revision Made By:</b>	SD
<b>Revision Reviewed &amp; Approved by:</b>	SG
<b>Employment Status:</b>	PMEA union
<b>Date Provided to Bargaining Unit</b>	1-30-2014

## **Petersburg Borough**

### **Job Description**

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#### **Fire Department**

#### **EMERGENCY MEDICAL SERVICES COORDINATOR/FIREFIGHTER**

##### **Definition**

Assists the Fire Chief to direct, organize and control all Fire department activities to ensure protection against loss of life and property from fire and other hazards. Performs emergency medical assignments under the direction of the Medical Director and the EMS standing orders and protocols. Performs emergency assignments using the Incident Command System. Functions as the administrator of the fire department's volunteer Emergency Medical Services program.

##### **Supervision Received**

Performs duties under the supervision Fire Department Director.

##### **Supervision Exercised**

May assist the Director in the supervision of department volunteers.

**Duties** *(The duties listed in this section are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Responds to fire and medical emergencies while on duty.

Serves as an emergency medical technician.

Directs and oversees the providing of Fire Department services, including monitoring fire department operations, taking appropriate action, and resolving crisis situations.

Maintains productive relations between Fire Department and other government agencies, private organizations, and individuals.

Performs daily, weekly, and monthly equipment checks. Oversees maintenance of fire apparatus, ambulances, boat harbor equipment and other fire department equipment, to ensure smooth working order.

Maintains the inventory of personal protective clothing for EMTs.

Cleans and maintains kitchen, day room, training room, sleeping rooms and apparatus bays of fire stations.

Acts as the department EMS training officer by coordinating regular training drills and special classes on the safe operation of the Borough's EMS equipment. Attendance during off-duty hours is compensated for classified employees.

Provides emergency medical training to other Borough departments as schedule allows.

Provides informational tours through the fire hall.

Compiles short and long range fire department goals and plans regarding budgeting, equipment acquisition, policies, programs, and other department concerns.

Provides routine office support to the volunteer fire chief and department officers.

Attends and participates in appropriate public meetings.

Assists the Finance Department with ambulance service billing.

Performs recordkeeping activities and reporting to various state and federal agencies.

Serves as Privacy Officer and Department Exposure Control Officer.

Performs other duties as assigned by the Director.

### **Distinguishing Characteristics**

This position maintains, operates, and drives a wide variety of firefighting, rescue, and emergency medical vehicles and equipment. This position may be required to operate firefighting equipment, extinguish fires, effect rescues, coordinate pre-hospital emergency medical care as the incident commander, or under the direction of a superior officer.

### **Working Conditions**

Lifting of equipment and supplies normally not to exceed 60 pounds. Physical hazards at fire and emergency scenes include toxic smoke, heat, chemicals, fallen and falling debris, and exposure to infectious diseases. Incumbent performs approximately 75% of duties in seated position.

### **Qualifications**

Knowledge of the safe and effective operation, maintenance and repair of a wide variety of firefighting, emergency medical and automotive equipment, portable equipment and tools.

Knowledge of the layout and operation of the Petersburg fire hydrant system and residence address system.

Skilled in EMS equipment operation, pre-hospital care, and EMS and firefighting teaching techniques.

Skilled in keyboarding and electronic communication using a personal computer.

Ability to safely and effectively operate an ambulance in a medical emergency or a fire apparatus during a fire; think clearly and quickly during emergencies; analyze complex situations accurately and take prompt corrective action; comprehend written material and interpret and apply rules and instructions; follow verbal and written directions; learn operating procedures and policies; plan, direct, and coordinate the work of other people; work cooperatively with others; function with a high degree of independence.

The successful applicant must demonstrate compliance with each requirement below, or how s/he intends to meet each requirement within six months of hiring.

High school diploma or equivalent.

Valid and insurable commercial driver's license.

Certified Firefighter-I.

Certified Alaska Emergency Medical Technician.

Certified Alaska Emergency Medical Service Instructor.

Three years or more of emergency medical pre-hospital experience as a member of a registered fire department.

Ability to establish and maintain effective working relationships with fellow employees and the general public; work cooperatively with supervisors and display willingness to assist co-workers.

**Signatures affixed on this job description confirm that it has been reviewed by the employee and his/her direct supervisor and that a clear understanding of the expectations of this position exists.**

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Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date