

BIG BEAR LAKE

FIRE PROTECTION DISTRICT

CLASS SPECIFICATION

Class Title: Firefighter/ Firefighter-Paramedic

Class Code Number: 9010

Position Designation: Technical/Professional/Safety

Division: Fire

General Purpose of Position

The purpose of this position is to respond to fire related activities, medical emergencies both Basic Life and Advanced Life Support; Rescues; Hazardous Materials incidents and other calls to protect life and property. This is the entry-level position in the fire service assigned to a company in the suppression division. This position receives direct supervision from a Fire Captain or Incident Commander. When qualified and assigned, and in accordance with applicable Memorandums of Understanding, this position may perform in the capacity of Fire Engineer or Fire Captain. Incumbents may perform special assignments and other related tasks as required.

Results Standards

Results Standards set guidelines for the quality and correct procedure expected when performing any task for the Big Bear Lake Fire Protection District (FPD).

- I. Customer Service:**
Government service is provided in a professional and effective manner with an emphasis on responsiveness and accessibility to both employees and the public.
- II. Community Relations:**
Community relations are enhanced through effective communication with the community and by way of the professional and exemplary conduct of each FPD employee.
- III. Professionalism:**
Job duties are consistently performed in a legal and ethical manner consistent with the code of conduct and standards applicable and appropriate to the position and particular specialized area.
- IV. Production:**
Employee labor products are of high quality and are produced in a timely and cost-effective manner.
- V. Critical Thinking:**
Decisions are made utilizing appropriate problem identification, analysis, and evaluation processes with a continual emphasis on innovation, ethics, and professionalism.
- VI. Teamwork:**
Goals common to the organization are achieved through cooperation, coordination, and the development of professional relationships.
- VII. Professional Development:**
Employees are empowered to perform their jobs at the highest level and are encouraged to improve both personally and professionally. The overall quality of professionalism in the organization is improved through commitment, training, involvement, and education.
- VIII. Leadership:**
Efficiency, effectiveness, and teamwork are promoted by all employees. The values of the FPD are properly communicated through the behavior of organizational leaders in a manner appropriate to their position.

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FORMAT

Result Statements: (in bold) describe common results expected of the Division or results specific to a particular position.

Performance Standards (preceded by a) describe the specific manner in which the associated Result Statement is achieved by this position. Multiple Performance Standards can be associated with each Result Statement and define the expectations for employee performance.

- A. Emergency Services are provided to the community to preserve the safety of persons and property.**
- Twelve performance evolutions are completed as part of an assigned emergency response team annually.
 - The driver operator rodeo course is completed and passed annually in accordance with the department's training manual.
 - All requests for emergency service are responded to in a timely and professional manner.
 - Rescue, ventilation, extinguishment, and overhaul and property conservation activities are performed as assigned in a professional manner consistent with department procedures.
 - Basic and/or Advanced Life support services are administered consistent with applicable professional standards.
- B. Fire Prevention and public education services are provided to increase Fire and Public Health awareness in the public and reduce the frequency of fire loss.**
- Fire prevention inspections are conducted to eliminate fire hazards through enforcement of fire and life safety codes.
 - Two classes are provided to shift personnel on a fire prevention topic assigned by the company officer.
 - A minimum of one CPR or First Aid class or two public education programs are provided for the public annually.
- C. Fire Department procedures and staff training are continually updated in order to maximize the effectiveness of the Department.**
- Continuing education units for EMT/ paramedic status (minimum of 24/48 CEUs or 48 hours biannually or as required for re-certification) are obtained.
 - Three training classes for Paid Call personnel are conducted annually.
 - Minimum of 240 hours of department approved/recommended training are completed annually.
 - Develop and/or revise one lesson plan for training department personnel on a subject assigned by administration annually.
 - One training class for full time personnel with a developed lesson plan is conducted annually.
 - A department map test is passed annually in accordance with the department's FD 94.
- D. Facilities and Equipment are maintained in top working condition.**
- Firefighting, hazardous response and emergency medical equipment, fire station and related grounds, facilities and supplies are maintaining in a clean, orderly, and usable condition as assigned.
- E. Documentation is maintained on Department activities in a professional manner according to Department procedures.**
- Eight (real or simulated) incident reports (2 fire, 2 EMS, 1 Haz Mat, 1 service call, 1 fire alarm, 1 citizen complaint) are submitted annually for administrative review, as directed by his/her Captain.
 - Various reports are prepared in a timely and accurate manner and files are maintained in an up-to-date status as directed.

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Qualifications

Education: A high school diploma or equivalent and either:
1. Completion of an accredited Firefighter Academy; or
2. Possession of California State Fire Marshal Firefighter I certification and completion of an accredited Firefighter Academy within in one year from date of employment.

Experience: One year of related experience is required.

Knowledge, Skills, Abilities, and Personal Characteristics

The ability to communicate effectively and to exercise sound judgment is required. Ability to utilize hand tools and light equipment is required.

Knowledge of modern principles and practices of fire prevention, hazardous materials, suppression, and emergency medical services; current laws and regulations pertinent to fire prevention and safety; District geography, fire hazards, and firefighting resources; fire apparatus, equipment, tools, devices, facilities and their proper use; department rules and regulations; hazardous materials storage, transportation, and use; basic English and arithmetic is required

Ability to interpret current laws, rules, and regulations pertaining to fire prevention and safety; identify hazard conditions and obtain code compliance with minimal technical support; analyze situations and adopt effective course of action; operate various types of firefighting and medical and rescue equipment; maintain firefighting and EMS equipment and station facilities; providing emergency medical services at the EMT/paramedic level as applicable; Suppress fires; communicate clearly and concisely both written and verbal; establish and maintain effective working relationships with all members of the department is required.

Physical Requirements

The following requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job: Ability to: endure periods of relative inaction, which still require alertness followed by high activity levels, walk on uneven or slippery surfaces; moves from place to place at emergency sites, demonstrate dexterity and coordination to handle fire equipment, apparatus and large and small tools; occasional lifting of objects weighting up to 100 lbs., exert strength to move the weight of an average human body; reach for items above the head and below the feet; climb up and down ladders; enter confined spaces and other areas; agility to move quickly and easily including the ability to crawl, stoop, or bend; wear personal protective clothing weighing 25-30 pounds; wearing of self-contained breathing apparatus weighting 24 pounds; pulling hose lines up steep mountainous terrain at altitudes of 5,000 feet or more; being exposed to overheating, chilling, and wet clothing; visual acuity sufficient to read gauges and observe conditions at emergency sites in a variety of lighting conditions, including bright light, low light, and low visibility conditions.

Special Requirements

Firefighter:

Possess and maintain a valid California driver's license and a Class B with Firefighter endorsement within one year of employment. Must possess and maintain a CPR certification and a valid Emergency Medical Technician Certificate including expanded scope of practice skills adopted by the district.

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Firefighter/paramedic:

Possess and maintain a valid California driver's license and a Class B with Firefighter endorsement within one year of employment. Possess and maintain a valid Certificate Emergency Medical Technician-Paramedic (EMT-P) including expanded scope of practice skills adopted by the district. Advanced Cardiac Life Support (A.C.L.S.), Inland Counties Emergency Medical Agency-Accreditation. Possess and maintain State certification as a paramedic.

Tools

This position typically requires the use of the following tools: standard firefighting equipment, specialized firefighting and emergency life saving equipment, fire engines, and motor vehicles.

Work Environment

This position requires both indoor and outdoor work including contact with public under stressful and/or dangerous conditions. Outdoor conditions vary from hot to extremely cold temperatures. Outdoor work could involve exposure to wind, rain, snow and high levels of noise. Occasional work in confined areas. Work is typically performed as a member of a team. This position involves exposure to hazardous materials and high noise levels and can involve significant risk conditions such as fire, injury and death.