



## **NORTH LAKE TAHOE FIRE PROTECTION DISTRICT**

866 Oriole Way – Incline Village, NV 89451-9439  
(775) 831-0351 Fax (775) 831-2072 [www.nltfpd.net](http://www.nltfpd.net)  
**Ryan Sommers – Fire Chief**

### **JOB DESCRIPTION: Firefighter/Paramedic**

#### **JOB TITLE: Firefighter/Paramedic**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

#### **OBJECTIVE:**

To provide emergency firefighting, rescue and paramedic level medical care to residents and visitors of the community.

Under supervision, responds to fire alarms, emergency medical calls and other emergency calls to protect life and property; participates in fire training, fire prevention public education, station and equipment maintenance activities, operates an Advanced Life Support/paramedic ambulance or agency vehicle in response to medical emergencies and provides definitive medical care and transportation to appropriate hospitals or medical care facilities. Supervision is from a Company Captain or an Acting Captain. Direction is through EMS protocol and emergency medical services manager.

#### **ORGANIZATIONAL RELATIONSHIPS:**

- Reports to: Fire Department Chain of Command including but not limited to the Fire Chief, Assistant Fire Chief, Battalion Chief, Fire Captains, Acting Fire Captains and Fire Marshal (during company inspections, fire investigations and/or public education activities.)
- Directs: Firefighters trained to the EMT and EMT Advanced level while performing as medical crew.
- Has frequent contact with other public safety agencies, other departmental employees and the general public.



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### GENERAL STATEMENT OF DUTIES:

- Provides fire suppression, rescue and emergency medical services for the community.
- Acts as a first responder to all types of emergencies.
- Provides first aid and lifesaving duties.
- Administers life support care to sick and injured persons in pre-hospital setting as authorized and directed by physician:
  - › Assesses nature and extent of illness or injury to establish and prioritize medical procedures to be followed or need for additional assistance.
  - › Restores and stabilizes heart rhythm on pulseless, non-breathing patient, using defibrillator, or as directed by physician. Monitors cardiac patient, using electrocardiograph.
  - › Initiates intravenous fluids to administer medication or drugs, or to replace fluids lacking in body.
  - › Performs endotracheal intubation to open airways and ventilate patient.
  - › Administers injections of medications and drugs, following established protocols.
  - › Administers initial treatment at emergency scene and takes and records patient's vital signs.
  - › Assist in extricating trapped victims, placing them on backboards, hoisting them to gurneys while wearing turnouts (35 lbs.) and a self-contained breathing apparatus (45 lbs.) and transports sick and injured persons to treatment center.
  - › Observes, records, and reports to physician patient's condition and reaction to drugs, treatments, and significant incidents.
  - › May communicate with physician and other medical personnel via radio or telephone.
- Responds to all rescue calls.
- Supports and assists other fire and medical personnel as directed on medical calls.



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- Operates Advanced Life Support Ambulances and various agency vehicles safely; treats and transports patients in accordance with the North Lake Tahoe Fire Protection District's (NLTFPD) protocols.

### GENERAL STATEMENT OF DUTIES CONTINUED:

- Prepares and maintains a variety of records and reports such as controlled drug inventory, equipment and station logs, and EMS reports.
- Ensures that equipment is fully prepared and functional at all times.
- Performs general maintenance and upkeep of apparatus, equipment and fire station.
- Performs and documents required equipment inspections as assigned.
- Participates in pre-fire planning, fire prevention inspections, fire prevention and Public fire safety education.
- Engages in drills and participates in self-directed exercise program to maintain physical fitness.
- In the event of a major fire or emergency, may be called in from off-duty to work an extended period.
- Performs such other related duties as may be assigned.

### QUALIFICATIONS:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time, in order to successfully perform the assigned duties:

- › Firefighting and EMS procedures and equipment.
- › Fire ground tactics and strategy; emergency incident management, specifically the Incident Command Systems (ICS), principles of incident safety, automatic and mutual aid agreements; hazardous materials procedures and confined space and technical rescue techniques.



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- › Rescue operations and procedures.
  - › Nevada vehicular laws related to operation of various firefighting and rescue apparatus.
  - › Safety principles and practices related to the Fire Service.
  - › Policies, procedures, rules and regulations of the NLTFPD.
  - › Geography and street layout of the NLTFPD and surrounding area.
  - › Laws and regulations pertaining to fire and emergency medical services operations.
  - › Personal Protective Equipment.
  - › Pertinent federal, state and local laws, codes and regulations.
  - › Algebraic and arithmetic computations.
  - › English usage, spelling, grammar and punctuation.
  - › Principles and practices of customer service.
- ABILITY TO:
    - › Perform competently under extreme pressure and in stressful situations.
    - › Make accurate observations and rapid judgments.
    - › Understand a variety of procedural instructions; written and oral and convert to proper actions.
    - › Give oral instructions to others.
    - › Prepare clear, concise and accurate written reports.
    - › Deal tactfully and effectively with the general public.
    - › Work cooperatively with others and contribute to a successful team effort.
    - › Maintain physical endurance and agility.
    - › Demonstrate an awareness and appreciation of the cultural diversity of the community.
- EDUCATION AND EXPERIENCE GUIDELINES:
    - › Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.
    - › Must be at least 18 years of age at the time of appointment.
    - › Must be a high school graduate or have passed the G.E.D. test.



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- **LICENSES/CERTIFICATES AND OTHER REQUIREMENTS:**
  - › Must possess a valid Class C Nevada Driver’s License at the time of appointment.
  - › Be currently licensed as a Paramedic in the State of Nevada or be able to attain Nevada certification at time of hire.
  - › Paramedic licensure and accreditation must be maintained as a condition of continued employment.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **CONSTANT** upward and downward flexion of neck, side-to-side turning of neck; simple grasping and repetitive use of hands to hold radios, equipment and property; fine finger dexterity to manipulate apparatus controls, computer keyboard and writing utensils, lifting and carrying of objects weighing up to 10 lbs.
- **FREQUENT** walking, standing, sitting, kneeling, climbing, balancing and squatting; bending and twisting at the waist; pushing, pulling and reaching above and below shoulder level; power grasping; walking on uneven ground; driving; lifting and carrying of objects weighing up to 25 pounds from below waist to above shoulder level; lifting and carrying objects weighing up to 100 lbs. with or without assistance.
- **OCCASIONAL** running, crawling; lifting and carrying objects and persons weighing more than 100 lbs. with or without assistance.



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- ENVIRONMENTAL exposure to extreme heat, cold, humidity, and temperature swings working indoors and outdoors; extreme noise of emergency equipment; mechanical and electrical hazards of burning equipment, facilities and materials; explosive hazards of gases and explosive devices; radiation hazards. Fumes, odors and dust of atmosphere at fires and other emergency sites; biological hazards of bodily fluids, airborne and blood-borne pathogens; toxic substances of burning materials.
- WORK SCHEDULE REQUIREMENTS:  
Work is performed in two 24 hour shifts, with time allowed for meals, breaks and sleeping subject to interruption as required by emergency situations. In the event of a major fire or other emergency situation, incumbents may be called in from off-duty to work an extended period of time. Work is performed at the fire station and in the field at emergency sites and other locations. Work setting is both formal and informal, team oriented, having both routine and variable tasks. Work pace and pressure is variable, frequently fast-paced and high pressure.
- COMMUNICATION:
  - › VISION must be correctible to observe situations, use computer.
  - › HEARING of instructions, radio messages, emergency tones, alarms and other warning devices.
  - › SPEAKING to give oral instructions and to respond to citizens.
  - › WRITING to complete required incident reports and records.
  - › READING of manuals, reports and training materials.