

Job Description – Combination Fire/EMS Staff Members

Position Title: Combination Fire/EMS Staff Members

Reports to: Fire Lieutenant and Incident Commander as applicable

Basic Function: When scheduled for a Combination Fire/EMS shift, personnel function as Fire Division members perform daily tasks to assist in fire department operations, as well as provide backup and support for the EMS Division. Responds to fire and pre-determined events, and performs duties as assigned by the Incident Commander. Performs intermediate protective service work providing protective and technical services in the field of fire suppression, including driving, and operating fire apparatus, in an effort to protect and preserve life and property from fire and other potentially hazardous situations, and related work as apparent or assigned. Assists with daily needs including maintenance and upkeep of apparatus and equipment. Responds to EMS calls as needed.

Position Scope: Includes all field staff approved for Combination Fire/EMS, while scheduled for “Fire/Medic” shifts. Generally, reports to Fire Lieutenant, however, during fire operations, reports to the Incident Commander. Performs fire suppression, extrication, rescue, safety, support, and other duties as directed by the Incident Commander.

Minimum Knowledge, Skills and Abilities:

- Ability to function in both EMS and Fire Department operations.
- Maintains certifications and clearances to practice according to EMS Field Staff Member requirements.
- Maintains qualifications, certifications, and demonstrates proficiency in all required areas of firefighting, hazardous materials, and extrication, as directed and approved by the County’s Emergency Management Coordinator and Director.
- Maintains proficiency and clearance to drive and operate EMS and fire apparatus, in accordance with Public Safety Dept. and County policy, and as directed by the County’s Emergency Management Coordinator.
- Maintains collaborative and professional relationships between EMS, Fire Department, and Emergency Management Personnel.
- Able to adapt to rapidly changing job functions, as dictated by the County’s Fire and EMS needs.
- Responds to emergency calls including fire, hazardous material incidents, technical rescue, and medical calls. Will be required to operate emergency vehicles safely on public streets or otherwise.
- Must be able to communicate in a professional and courteous manner with all fire members.
- Must possess a working knowledge of office equipment, general typing, filing/record keeping as pertains to fire and EMS equipment, and general maintenance.

- Computer skills as pertains to fire and EMS incident reporting and charting software; as well as effective and professional e-mail, text, and phone communications.
- Conducts daily and routine equipment maintenance such as check off trucks and equipment, preventative maintenance, annual servicing, fluid changes, truck repairs, and equipment repairs.
- Conducts daily station maintenance and janitorial duties including cleaning firehouse/station, washing floors, washing windows, vacuuming, and laundry. Construction projects such as painting, remodeling, electrical repairs, plumbing repairs, and remodel work as trained and qualified.
- Performs special projects as designed by the County's Emergency Management Coordinator and Director.

Education and Experience:

- Certification as an EMS provider by the Virginia Office of EMS.
- Certification must be maintained at or above the level at the time of hire, or obtain approval from the Director.
- Completion of EMS precepting process and any other training as required to maintain authorization to practice as a field staff member.
- VDFP Firefighter II Certification
- Haz-Mat Operations (VDFP or approved equivalent)
- Extrication Technician (VDFP or approved equivalent)
- OEMS and VDFP approved EVOC Class I, II, and III Certification
- Other certifications or training as required by the Emergency Management Coordinator and Director for fireground operations.
- Experience in general firefighting and pump operations.
- Several years' experience in firefighting and EMS, at a minimum, or equivalent combination of education and experience.
- Completes all required in-service and mandatory training as directed.
- Meets current County requirements to operate emergency vehicles and completes required clearance process. Must remain eligibility to operate vehicles in accordance with County policy and insurance requirements.

Special Requirements:

- Emergency Medical and Fire Services are both physically and emotionally demanding fields. Staff members, who cannot physically or emotionally perform the tasks required, must be relieved from duty, either voluntarily or involuntarily.
- Must be able to work in mentally stressful emergency situations while maintaining skills and abilities.
- Demonstrates physical capability to function in hazardous and strenuous environments as evidenced by successfully completing an annual physical agility evaluation and medical evaluation, as approved by the County Emergency Management Coordinator and Director.
- Must be medically approved for, and maintain approval, for the unrestricted use of respirators/SCBAs in accordance with the Respiratory Protection Plan.
- Must maintain facial hair/grooming as needed to facilitate the safe use of respirators/SCBAs. Facial hair may not interfere with the use of these devices.

Working Conditions:

- All working conditions outlined in the Field Staff Member Job Description
- Hazardous environments, including but not limited to roadways, hazardous materials incidents, heavy/technical rescue situations, and fires.

Other Qualifications:

- Satisfactorily completes orientation and precepting process
- Exhibits excellent work habits and interpersonal skills
- Able to fulfill the physical requirements of the position
- Meets minimum monthly availability/time worked required for position
 - a. Full-time staff: Works varying schedule of four 12-hour shifts per week. Schedule requests must be submitted to the Schedule Coordinator by the 15th of the preceding month.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.