



## JOB DESCRIPTION

**Job Title** Firefighter/EMT (Paramedic Preferred)  
**Department** Fire/EMS  
**Reports To** Fire Lieutenant  
**Positions Supervised** None  
**FLSA Status** Non-Exempt

**Education and Experience** – An equivalent combination of education, training and experience will be considered.

**Education** High School diploma or GED.  
**Experience** No previous experience is required.  
**Certifications**

- Texas Commission on Fire Protection (TCFP) Basic Firefighter certification (or higher).
  - If hired, an EMT-P (only) must be able to successfully complete the fire training program and obtain the TCFP basic structural firefighter certification within twelve months of hire date.
- Texas Department of State Health Services Emergency Medical Technician (EMT) Basic certification, Paramedic preferred.
  - If hired, an EMT-B with TCFP Basic Structural Firefighter certification must attend a recognized Paramedic class with completion date and State/National Certification within 24 months of hire date.

**Licensing** Must possess or be capable/eligible to obtain a valid Texas Class "B" CDL with a clear driving record.

**Residency** None

**Worksite**

**Approved By**

**Approved Date**

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Summary

This position is responsible for administering appropriate emergency medical treatment to victims of accidents and other life-threatening situations, including transport of patients, assisting with firefighting tasks to prevent and mitigate fires, maintaining emergency medical equipment and vehicles, and assisting with emergency medical training. If offered the position as a paramedic (only), applicant must be able to successfully complete the fire training program and obtain the TCFP basic structural firefighter certification within twelve months of hire date.

### **Essential Job Functions**

- EMS services. Respond to 911 emergency calls 24 hours a day, providing life saving/medical skills, maintenance, restocking the ambulance, cleaning/disinfecting the ambulance and equipment, and training.
- Fire services. Responding to fires and other emergencies/non-emergencies 24 hours a day, providing fire suppression, scene safety, scene clean-up on fires and MVA scenes, cleaning and maintaining equipment, lift assists, EMS backup, fire engineer operator,
- Medical transfers. Taking patients from local hospital to out of town higher level hospital, to a nursing home facility, or back to a residence. Also picking non-emergency patients from nursing homes, residence's needing to be transferred to local hospitals.
- Public relations. Speaking to the public, teaching/informing the public of fire or medical topics, welfare checks, checking blood pressures at commercial businesses, and carseat checks.
- Daily and monthly checks on all equipment, continuous training to maintain license and safety, public relations, public education, cleaning and maintaining station, maintaining lawn of station, etc.
- Ensure adequate inventory supply aboard emergency medical vehicles.
- Extricate victims in accidents.
- Prepare and complete required reports.
- Regular and timely attendance is required.

### **Ancillary Job Functions**

- Contributes to team effort by performing other related duties as assigned.

**Knowledge, Skills, and Abilities** which may be representative, but not all-inclusive of those commonly associated with this position.

- Working closely with others as a member of the team, while working in a very noisy distracting environment. Performing multiple tasks may be necessary as well as working on very tedious and physically exhausting projects.
- Ability to establish and maintain effective working relationships with personnel.
- Those medical skills learned in paramedic school.
- Those skills learned and mastered in the fire academy.
- Knowledge of the geography of City of Jacksonville and the road system.
- Skill in driving emergency vehicles.

**Equipment and Tools** commonly associated with the performance of the functions of this job.

Fire engine, Ladder truck, ambulance, rescue tools, life saving drugs, cardiac monitor, cardiac defibrillator, confidential documentation. Microsoft Word/Office

**Work Environment** or atmospheric conditions commonly associated with the performance of the functions of this job.

- May be required to work in high or dangerous places.

- Work may involve potentially life threatening exposure to extreme temperatures, humidity, noise, chemicals/gases, contagious diseases, airborne particles/pathogens, and/or physical trauma.
- May be required to work in confined spaces.
- May be exposed to fumes or airborne particles.
- May be exposed to biohazards or bloodborne pathogens.
- Work may potentially involve risk of exposure to electrical shock.

**Physical Abilities** that are commonly associated with the performance of the functions of this job. The physical demands described below 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 essential functions.

- Work requires the ability to sit, stand, or walk for extended periods of time.
- Work requires the ability to complete repetitive wrist, hand, and/or fine motor movement.
- Work requires the ability to grasp, pull, push and reach.
- Work requires the ability to climb and balance.
- Work requires the ability to talk, hear, listen, and comprehend.
- Work requires the ability to drive and/or operate mechanical equipment
- Work requires visual acuity of 20 feet or more, 20 inches or less, three dimensional vision, precise hand eye coordination, and the ability to identify and distinguish colors.
- Must be able to lift 60 or more pounds.

**Total Compensation** for eligible positions.

- Paid sick leave and holidays
- Eighteen days a year of paid vacation accrued the first year of service
- Longevity pay
- Certification/Education pay
- Participation in the Texas Municipal Retirement System in which the officer contributes 6% and the city matches 2:1
- Health, dental and life insurance
- Vested after five years of service
- Eligible for retirement after 20 years

**CRIMINAL HISTORY, DRUG TEST and DRIVER'S LICENSE CHECK REQUIRED.  
CITY OF JACKSONVILLE CONDUCTS RANDOM DRUG TESTS.**

The City of Jacksonville is an Equal Opportunity Employer

It is the policy of the City to recruit, employ and to provide compensation, promotion, and other conditions of employment without regard to race, color, religion, sex, age, national origin, disability, genetic information or status as a Vietnam era or special disabled veteran, recently separated veteran, and other protected veteran.

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