



## TOWN OF NEW MARLBOROUGH

### Part Time Firefighter/Emergency Medical Technician

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#### Position Description

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#### **Position Title: Part Time Firefighter/Emergency Medical Technician (EMT)**

**Statement of Duties:** Position fills daytime shifts (weekdays and weekends) and is stationed at the firehouse. Provides EMT Basic level pre-hospital care to patients and provides emergency response and fire protection. Manual work involving cleaning and maintenance of firehouse, apparatus, and related equipment. Office work including inventory, ordering, record keeping and related office tasks.

**Supervision:** Employee works under the direct supervision of the Fire Chief and Chief Medical Officer or their designees. Performs various duties unsupervised under a predetermined schedule of responsibilities. Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. Additional, specific instruction for new, difficult or unusual assignments, including suggested work methods are explained by the supervisor. Employee is expected to refer unusual situations to the supervisor for advice and further instructions. Supervisor reviews and checks employee's work to keep aware of progress, to insure that completed work and methods used are technically accurate and that instructions are being followed. As Employee has access to confidential records, confidentiality is required.

**Job Environment:** Firefighter/EMT duties consist of patient care and transportation which is totally dependent upon the situation and weather conditions which may vary from ideal to hazardous. Makes frequent contact with the public, other emergency services, and hospital personnel. Errors could endanger persons and property, cause delay of services, have legal or financial repercussions and result in adverse public relations. Performs routine custodial and office duties requiring a moderate degree of responsibility and judgment. Responds to emergency scenes for the purpose of firefighting when called upon.

**Position Functions:** *The essential functions or duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

#### **Essential Functions**

1. Respond to and provide emergency pre-hospital care to patients at the EMT-Basic level.
2. To control and extinguish fires and respond to emergency situations where life, property or the environment is at risk.
3. Maintain minimum standards for emergency equipment and emergency vehicles; conducts apparatus and equipment checks.
4. Inventory and ordering of all medical supplies.
5. Data collection and record keeping as relates to emergency services.
6. Upkeep of the firehouse facility by vacuuming, sweeping, dusting, and cleaning restrooms as well as snow shoveling/sanding and light yardwork, as necessary.
7. Performs tasks relating to safety inspections and OSHA compliance.
8. General office work including submission of payroll and accounts payable paperwork to Town Treasurer and Accountant and other related office tasks.
9. Performs other job related duties as directed.

**Physical and Mental Requirements:** Ability to carry, balance and manipulate equipment/patients up to 120 pounds. Ability to carry, lift, support, and position patients, including those incapable of independent movement. Ability to bend, stoop, balance and crawl on even and uneven terrain. Ability to balance while

lifting, moving, and positioning patients and equipment. Possess the visual acuity necessary to perform technical skills. Possess fine motor and hand-eye-foot coordination required performing technical and precise skills. Possess sufficient verbal and auditory perception to be able to perform comprehensive patient assessment, management and transport. Ability to interpret and respond to written and oral instructions or descriptions. Ability to converse via phone, radio or in person with other healthcare providers and EMS personnel. At times may be exposed to hazardous weather or other severe conditions in the field. Custodial duties involve light to moderate physical effort.

**Certification, Education, and Experience:** A candidate for this position should have a High School diploma or equivalent, a valid driver's license, and hold current certification for Massachusetts EMT-Basic and CPR as well as HIPPA training. Ideal candidate should have Massachusetts Firefighter I/II and ICS 1, 2 and 7 or willingness to obtain certification.

**Skills and abilities:**

- Must be able to take initiative and work independently and unsupervised
- Must be able to maintain confidentiality
- Ability to communicate well with others
- Basic computer skills

June 2022