



# GLEN LAKE FIRE DEPARTMENT STANDARD OPERATING GUIDELINE

**ADMINISTRATIVE  
NOVEMBER 1, 2011**

**200-005**

## **JOB DESCRIPTION – FF and MFR, EMT/B, EMT/S or EMT/P**

### **PURPOSE**

The Chief of the Department has the responsibility and authority to compile and disseminate, upon approval of the Township Board, job descriptions for all employees of the Department. Nothing in job descriptions of individual members shall be construed as limiting the authority of the Chief of the Department to assign functions or responsibilities he/she feels are necessary to establish and maintain maximum Department efficiency and professionalism.

### **SCOPE**

The requirements of this guideline shall apply to all categories of FF/EMTs in the Glen Lake Fire Department.

### **PROCEDURE**

Nature of Work:

Work involves responsibility for participating in the provision of emergency medical services, accident prevention, performance of rescue, fire suppression and prevention, as well as all duties delegated by law, ordinance, rule or regulation, or practice procedures/guidelines. Work involves the operation of fire, emergency medical services, and rescue equipment, and the maintenance of equipment, apparatus and quarters. Employees are required to participate in the operation of apparatus and perform hazardous tasks, under emergency conditions that may involve strenuous exertion under such adverse conditions as fire, heat, smoke, darkness and cramped surroundings.

Although firefighting and emergency medical services work are the essential and most difficult and critical areas of activity, a substantial portion of time is spent training and studying methods, techniques, procedures and maintaining Department property and equipment. Work is usually performed in accordance with general instructions and well-defined procedures/guidelines, under the command of a superior officer. Work is reviewed through observation, inspections, and reports for results obtained.

Functions and Responsibilities:

Training and Skills Maintenance:

- Regularly attends and participates in training courses and classes in firefighting, emergency medical services, accident prevention, fire prevention, rescue, response operations, and other topics as assigned.
- Reads and studies assigned materials related to firefighting, fire prevention, EMS, accident prevention, rescue, response operations, and other topics as assigned.
- Participates in assigned fire training, EMS training, drills and meetings.

### Station and Apparatus Maintenance:

- Responsible for cleanliness and proper operating condition of assigned apparatus, including maintenance and minor mechanical repair.
- Responsible for the proper care, working condition, and appearance of fire engines, trucks, squads, and ambulances.
- Responsible for the cleanliness and proper maintenance of the building and grounds as assigned.
- Observes the operating efficiency of apparatus or vehicle and promptly informs an officer/manager of any difficulties or irregularities which may affect operation or immediate response.
- Responsible for maintenance of a weekly inventory check and adequate supply of all tools, appliances, and supplies on the apparatus as assigned.

### Emergency Medical Services:

- Reacts and responds to orders during medical, fire and other emergency calls in accordance with Department Standard Operating Procedures/Guidelines.
- Directs or supervises others at the scene of an emergency as appropriate.
- Engages in rescue, life, safety, and property conservation.
- Becomes and remains familiar with the policies, procedures and protocols of the Northwest Regional Medical Control Authority (NRMCA).
- Provides appropriate emergency medical care to those in need or when called upon under the direction of the Medical Control Authority.
- Stabilizes patients and transports them to the appropriate emergency facilities.
- Communicates patient status to physician by radio or phone.
- Collects patient information and treats accordingly.
- Prepares written EMS reports and supplemental reports as needed.
- Conducts inspections and inventory of ambulances on a scheduled basis.
- Develops and remains familiar with the skills of gaining access to, and disentanglement of, victims from entrapment.
- Maintains and submits all required records to the appropriate agencies for MFR, EMT/B, EMT/S and EMT/P certification.
- Becomes and remains capable of operating rescue, and other emergency equipment under adverse emergency circumstances.
- Becomes and remains familiar with the Incident Command System.
- Becomes and remains familiar with pre-plans, geographical locations, target, and special hazards within the response area.
- Becomes and remains familiar with the standard operating procedures/guidelines of EMS and Rescue operations.

### Fire Suppression:

- Reacts and responds to orders during medical, fire and other emergency calls in accordance with Department Standard Operating Procedures/Guidelines.
- Directs or supervises others at the scene of an emergency as appropriate.
- Engages in rescue, fire control and extinguishments, property conservation and salvage operations. This includes the use of fire hoses, ladders and other fire suppression and rescue equipment.
- Operates fire apparatus and rescue equipment under adverse emergency circumstances.
- Becomes and remains familiar with the Incident Command System.
- Becomes and remains familiar with pre-plans, geographical locations, target, and special hazards within the response area.

- Becomes and remains familiar with the Standard Operating Procedures/Guidelines of fire ground operations and elevator operations.

#### Organizational Support:

- Attends and/or conducts continuing educational programs of training and instruction, including attendance at scheduled drills and classes, as assigned.
- Participates in company fire inspections and in pre-fire surveys.
- Accurately relays instructions, orders, and information, including locations of alarms received from the dispatcher.
- Prepares clear, accurate, and complete reports, logs, and documents on all activities engaged.
- Becomes and remains familiar with the use of the computer and data entry.
- May perform desk duties (telephone, computer terminal, and radio), assisting with data processing, and filing as appropriate.

#### Risk Care Management:

- Develops and maintains required skills in the operation and use of respiratory equipment and apparatus.
- Develops and maintains a required knowledge of safety with regard to small tools during operations.
- Corrects and/or repairs non-safe conditions and reports conditions to his/her officer.
- Develops and maintains knowledge of nationally recognized safety standards.
- Develops and maintains knowledge of appropriate agency labor safety standards.
- Develops and maintains skills required by all Department safety procedures.

#### Fire Prevention, Accident Prevention and Education:

- Performs assigned fire inspections, checks building exits and related structures for compliance with fire prevention ordinances and for pre-fire planning and pre-EMS planning knowledge.
- Promotes fire and EMS education and good public relations by participating in community activities.
- Makes presentations to groups and individuals on subjects related to safety, prevention and education.

#### Technical:

- Develops and maintains required skills to operate emergency medical equipment consistent with level of licensure.

#### Equipment:

The position requires the ability to operate the following equipment:

- Basic fire, EMS and rescue tools and equipment necessary to perform job tasks and functions including, but not limited to: axes, pike poles, ladders, forcible entry tools, hose appliances, mechanical ventilation tools, electric tools, pneumatic tools, portable hydraulic tools, chain and circular power saws, O2 and CO detectors and all other metering devices.
- Basic ambulance equipment necessary to perform job tasks and functions including but not limited to EKG monitor, O2 kit, trauma kit, child-birth kit, splinting equipment, stretcher operations, telemetry radio (where applicable).
- Basic office equipment including, but not limited to, telephones, computers, printers, copier machines.

## Working Conditions:

The essential functions of the position are affected by:

- Operating both as a part of a team and independently at incidents of uncertain duration.
- Spending extensive time outside exposed to the elements.
- Tolerating extreme fluctuations in temperature while performing duties.
- Performing physically demanding work in hot and humid (up to 100%) environments while wearing equipment that significantly impairs body-cooling mechanisms.
- Experiencing frequent transitions from hot to cold and from humid to dry elements.
- Working in wet, icy, or muddy areas.
- Performing a variety of tasks on slippery, hazardous surfaces such as on rooftops or from ladders.
- Works in areas where sustaining traumatic or thermal injury is possible.
- Facing possible exposure to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, acids, carbon monoxide, or organic solvents through either inhalation or skin contact.
- Wearing personal protective equipment that weighs approximately 50 pounds while performing strenuous tasks.
- Performing physically demanding work while wearing positive pressure breathing equipment.
- Performing complex tasks during life-threatening emergencies.
- Working for long periods requiring sustained physical activity and intense concentration.
- Facing life or death decisions during emergency conditions.
- Making rapid transitions from rest to near maximal exertion without warm-up periods.
- Operating in environments of high noise, poor visibility, and limited mobility, at heights and in enclosed or confined spaces.
- Relying on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic and potentially life threatening environment, throughout the duration of the operation.
- Raising, climbing, and working from ground and aerial ladders.
- Rescue by carrying or dragging an adult from a burning structure or other dangerous situation.
- Operating hand and power tools, in both emergency and non-emergency situations.
- Dragging hoses up to five inches in diameter, both charged and uncharged, unlimited distances, both horizontally and vertically.
- Connecting hose couplings.
- Understanding and carrying out oral and written orders and assignments, in both emergency and non-emergency situations.
- Assimilating, retaining, and effectively using geographic knowledge concerning the Township and surrounding vicinity.
- Facing exposure to grotesque sights and smells associated with illness, major trauma and burn victims.
- Facing possible exposure to infectious agents such as Hepatitis B or HIV.
- Lifting and carrying a stretcher up or down flights of stairs with a minimum of one person to assist.

## Scheduling:

- Must be able to attend responses, training, and meetings on weekdays, weekends, and holidays.
- This position may involve irregular shift work.

### Worker Characteristics:

- The position requires the employee to have and maintain the physical condition needed to:
- Subdue resisting individuals
- Run to persons requiring emergency assistance
- Lift and carry equipment and injured/deceased persons
- Force entry into buildings
- Climb flights of stairs/ladders
- Walk, stand or sit for long periods of time (including driving)
- Endure exposure to extreme weather and disease
- Perform life-saving procedures (CPR, first aid, etc.)
- Communicate effectively, verbally and non-verbally
- Operate required equipment
- Perform required job tasks and functions
- Provide assistance to citizens and co-workers in distress, including, but not limited to, independently carrying or dragging unconscious people.

### Effective Audio-Visual Discrimination and Perception Needed to:

- Make observations
- Read, speak and write using the English language
- Drive and operate equipment safely

### Vision standard:

- Far visual acuity: 20/30 binocular each eye (corrected)/ 20/100 uncorrected unless corrected with lenses
- Horizontal peripheral vision 140 degrees or better

### Ability Needed To:

- Observe analytically and objectively, analyze situations quickly, determine and take prompt, effective action.
- Understand, interpret, and apply all applicable ordinances, and Department rules, policies and procedures.
- Understand and respond quickly and accurately to written and oral directions, instructions, inquiries and requests.
- Work independently and effectively within the confines of Standard Operating Procedures.
- Initiate appropriate interpersonal and intra- and inter-agency communications.
- Act quickly, calmly and decisively in emergencies and under stress.
- Handle situations firmly, courteously, tactfully and impartially.
- Express oneself clearly and concisely, orally and in writing.
- Record information clearly and completely.
- Maintain confidentiality in the performance of duties.
- Assimilate, retain, and effectively use geographic knowledge concerning the Township and the surrounding vicinity.
- Not pose a direct threat to the health and safety of other individuals.

### Emotional and Psychological Stability Needed To:

- Accept constructive criticism in a mature fashion.
- Effectively communicate and interact positively with fellow employees and citizens.
- Tolerate and function effectively under stress.
- Deal effectively with the morbid, the macabre, the repugnant, the abnormal, the morose, the psychotic, the neurotic and the otherwise unpleasant or unusual facets or results of human behavior.

### Qualifications—Firefighter and MFR, EMT/B, EMT/S or EMT/P

- Completion of a standard high school course; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Successful completion of the appropriate State agency, and Northwest Regional Medical Control requirements and certifications to obtain MFR, EMT/B, EMT/S, or EMT/P licensure and maintenance of same pursuant to NRMCA policy.
- Successful completion of the State requirements to obtain a certified Firefighter II certificate and maintenance of it pursuant to Department policy.
- Maintain a valid Michigan driver's license and report to the Chief of the Department any violation which could or did cause suspension or revocation of driving privileges.
- Effectively read, speak, write, and comprehend the English language.

### **AUTHORITY**

John A. Dodson, Chief of Department