



## Reserve EMT or Paramedic

### Employer

City of Winfield  
200 E. 9<sup>th</sup> Ave  
Winfield KS 67156  
620-221-5510

### Job Description

**Position Title:** Volunteer EMT or Paramedic

**Department:** Fire

**Reports to:** Fire/EMS Chief

#### Position Summary:

Under general direction, responds to various emergencies to protect life and property as a Fire Captain. Serves as shift and Station Commander. May serve as Acting Fire Chief in the absence of the Chief. Work varies requiring individual judgment within prescribed standards and procedures with considerable leeway for discretion and independent action. Must meet fire department residency requirement.

#### Tasks:

- Respond to fire alarms, rescue, medical and other calls for assistance, such as automobile and industrial accidents.
- Clean and maintain fire stations and fire-fighting equipment and apparatus.
- Participate in courses, seminars and conferences, and study fire science literature, to learn firefighting techniques.
- Lay hose lines and connect them to water supplies.
- Drive and operate fire fighting vehicles and equipment.
- Dress with equipment such as fire-resistant clothing and breathing apparatus.
- Provide coaching, leadership and supervision for assigned personnel.
- Ensures that assigned personnel are operating in a safe and efficient manner.
- Ensures that the Incident Management System is implemented on emergency responses.
- May serve as Incident Commander.
- May assist in the suppression of fires, including rescue, forcible entry, ventilation, and salvage/overhaul work.
- Performs Emergency Medical Technician or Paramedic duties, follows protocols, and maintains proficiency.

- Reviews reports, records, and activities of firefighting personnel.
- Other essential duties may include performing pre-fire plans, fire inspections, and public education programs.
- Provides recommendations to Fire Chief in matters of rules, regulations, personnel, apparatus, equipment, and budget.
- Coordinates testing of apparatus, equipment, and hose.
- Has overall responsibility to ensure that the station, all apparatus, and equipment are clean, functioning properly and ready to respond.
- Responsible for coordinating training of assigned personnel.
- Prepares daily reports and accounts for personnel's time.
- Attends department-related meetings and drills.
- Receives and channels reports and communications to the Chief. Assigns reserve equipment as needed. May assist in the investigation of fire scenes.
- Performs evaluations of assigned personnel.
- Maintains physical strength and agility.
- On scheduled call back days wears fire department issued pager (ensures that it is operating properly and is turned on) and is subject to call.
- Meets the public and conducts tours of station.
- Deals with the public in a manner that effectively promotes the image of the City and handles complaints tactfully and effectively; tact discretion and integrity are constantly exhibited and maintained.
- "This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor."
- Participates in fire prevention programs, fire code inspections, pre-fire planning, public education programs,
- hazardous materials response, station and vehicle maintenance and associated training activities.
- May train other fire personnel.

### **Skills:**

- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Coordination - Adjusting actions in relation to others' actions.
- Equipment Selection - Determining the kind of tools and equipment needed to do a job.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions,
- conclusions or approaches to problems.
- Equipment Maintenance - Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
- Coordination - Adjusting actions in relation to others' actions.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions,
- conclusions or approaches to problems.
- Troubleshooting - Determining causes of operating errors and deciding what to do about it.

- Spreadsheets - Using a computer application to enter, manipulate, and format text and numerical data; insert,
- delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs.
- Equipment Selection - Determining the kind of tools and equipment needed to do a job.
- Operation and Control - Controlling operations of equipment or systems.

#### **Attributes:**

- Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Deductive Reasoning - The ability to apply general rules to specific problems to produce answers that make sense.
- Flexibility of Closure - The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- Static Strength - The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- Multilimbed Coordination - The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- Spatial Orientation - The ability to know your location in relation to the environment or to know where other objects are in relation to you.

#### **Experience and Education:**

- Any combination of education and experience equivalent to graduation from high school.
- Associates Degree.
- Five years of progressively responsible firefighting experience as a paid career firefighter (National Fire Officer II or Bachelor's degree preferred).
- EMT or Paramedic Certification.
- Possession of a non-commercial class B Kansas driver's license.
- National Firefighter I and National Firefighter II, National Driver Operator, National Fire Officer I, National Instructor

#### **Physical Requirements:**

- Ability to perform moderate and heavy physical work and ability to lift over 100 pounds and to lift and carry over 100 pounds.
- Ability to move a person weighing over 200 pounds.
- Ability to stand, walk, sit, ride, bend, crawl, ride, push, pull and perform a variety of similar body movements.
- Possesses hand/eye/foot coordination adequate to drive and operate a vehicle and equipment, and work effectively at emergency scenes.
- Ability to talk and hear in person, by telephone and two-way radio and before groups.
- Ability to see and read instructions, training materials, and see events at emergency scene.

### Level Description

**Education and Experience:** Select level of education/experience needed to successfully accomplish the essential duties of this job.

- Level 1: No prior experience or training.
- Level 2: Less than high school education; or up to one month related experience or training; or equivalent combination.
- Level 3: High school diploma or GED; or 1-3 months related experience and/or training; or equivalent combination.
- Level 4: One year certificate from college or technical school; or 3-6 months related experience and/or training; or equivalent combination.
- Level 5: Associate's degree (AA) or equivalent from 2-year technical school; or 6-12 months related experience and/or training; or equivalent combination.
- Level 6: Bachelor's degree (BA) from 4-year college; or 1-2 years related experience and/or training; or equivalent combination of education and experience.
- Level 7: Fifth year university program certificate; or 2-4 years related experience and/or training; or equivalent combination.
- Level 8: Master's degree (MA) or equivalent; or four to ten years related experience and/or training; or equivalent combination.
- Level 9: Doctoral degree (PhD) or equivalent; or more than 10 years related experience and/or training; or equivalent combination.

**Language Skills:** Select level of ability to read, write, and speak needed to successfully accomplish the essential duties of this job.

- Level 1: Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.
- Level 2: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Level 3: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Level 4: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Level 5: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- Level 6: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.



**Mathematical Skills:** Select level of mathematical skills/abilities needed to successfully accomplish the essential duties of this job.

- Level 1:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Level 2:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Level 3:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Level 4:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Level 5:** Ability to apply advanced concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Level 6:** Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

**Reasoning Ability:** Select level of reasoning skills and abilities needed to successfully accomplish the essential duties of this job.

- Level 1:** Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.
- Level 2:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Level 3:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Level 4:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Level 5:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Level 6:** Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc..) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

**Computer Operation:** Check one of the following.

- Level 1:** Basic personal computer skills.
- Level 2:** Basic personal computer skills including electronic mail, word processing, spreadsheet, graphics, etc.
- Level 3:** Intermediate personal computer skills, including electronic mail, routine database activity, word processing, spreadsheet, graphics, etc.
- Level 4:** Proficient computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.
- Level 5:** Demonstrated use of intermediate computer operations (basic programming in 3rd and 4th generation languages, relational databases, and operating systems) and intermediate software packages, (word processing, spreadsheet, graphics, etc.)
- Level 6:** Utilize complex computer operations (intermediate programming in 3rd and 4th generation languages, relational databases, and operating systems) and advanced features of software packages (word processing, spreadsheet, graphics, etc.)

**Other Duties and Responsibilities:** Check all that apply.

- Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
- Participate in proactive team efforts to achieve departmental and company goals.
- Provide leadership to others through example and sharing of knowledge/skill.
- Perform other duties as assigned.

<b>Education, Experience, and Skill Level:</b>	<b>Certificates, Licenses, and/or Registrations</b>																
<p>Using the Level Descriptions, indicate the level needed to successfully accomplish the essential duties of this job.</p> <p>Education/Experience Level: <input type="text" value="5"/> Language Skill Level: <input type="text" value="4"/></p> <p>Mathematical Skill Level: <input type="text" value="3"/> Reasoning Ability Level: <input type="text" value="4"/></p> <p>Computer Skill Level: <input type="text" value="3"/></p>	<p>Licenses/certificates/registrations required to perform the essential duties of this job:</p> <p>EMT or Paramedic Certification  National Fire Officer I certification  National Firefighter II certification  National Driver/Operator certification  National Instructor I certification  Valid Non-Comm Class B driver's license</p>																
<b>Planning/Organization:</b> Check all that apply.	<b>Overnight Travel:</b>																
<ul style="list-style-type: none"> <li><input type="checkbox"/> Prioritize tasks</li> <li><input type="checkbox"/> Handle multiple tasks simultaneously</li> <li><input type="checkbox"/> Handle multiple projects simultaneously</li> <li><input type="checkbox"/> Prioritize, organize, and delegate tasks</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Minimal: Up to 10% by land or air</li> <li><input type="checkbox"/> Moderate: Up to 25% by land or air</li> <li><input type="checkbox"/> Heavy Up to 50% by land or air</li> <li><input type="checkbox"/> Excessive: Over 50% by land and/or air Amt. <input type="text"/> %</li> </ul>																
<b>Physical Demands:</b> What percent of job time is spent on the following activities? (List each percent)																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><input type="text" value="34-66"/> Standing</td> <td style="width: 25%;"><input type="text" value="34-66"/> Using Hands to Finger, Handle, Feel</td> <td style="width: 25%;"><input type="text" value="1-33"/> Lifting: Up to 10 Pounds</td> </tr> <tr> <td><input type="text" value="34-66"/> Walking</td> <td><input type="text" value="34-66"/> Reaching with Hands and Arms</td> <td><input type="text" value="1-33"/> Lifting: Up to 25 Pounds</td> </tr> <tr> <td><input type="text" value="1-33"/> Sitting</td> <td><input type="text" value="34-66"/> Climbing or Balancing</td> <td><input type="text" value="1-33"/> Lifting: Up to 50 Pounds</td> </tr> <tr> <td><input type="text" value="34-66"/> Talking</td> <td><input type="text" value="34-66"/> Stooping, Kneeling, Crouching, or Crawling</td> <td><input type="text" value="1-33"/> Lifting: Over 50 Pounds Amt. <input type="text" value="51-100"/></td> </tr> <tr> <td><input type="text" value="1-33"/> Hearing/Listening</td> <td><input type="text" value="34-66"/> Tasting or Smelling</td> <td><input type="text" value="0"/> Other: <input type="text"/></td> </tr> </table>		<input type="text" value="34-66"/> Standing	<input type="text" value="34-66"/> Using Hands to Finger, Handle, Feel	<input type="text" value="1-33"/> Lifting: Up to 10 Pounds	<input type="text" value="34-66"/> Walking	<input type="text" value="34-66"/> Reaching with Hands and Arms	<input type="text" value="1-33"/> Lifting: Up to 25 Pounds	<input type="text" value="1-33"/> Sitting	<input type="text" value="34-66"/> Climbing or Balancing	<input type="text" value="1-33"/> Lifting: Up to 50 Pounds	<input type="text" value="34-66"/> Talking	<input type="text" value="34-66"/> Stooping, Kneeling, Crouching, or Crawling	<input type="text" value="1-33"/> Lifting: Over 50 Pounds Amt. <input type="text" value="51-100"/>	<input type="text" value="1-33"/> Hearing/Listening	<input type="text" value="34-66"/> Tasting or Smelling	<input type="text" value="0"/> Other: <input type="text"/>	
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For additional details regarding physical and/or environmental requirements, consult the Job Analysis Questionnaire for this position.																	

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