



**Job Description: Firefighter / Paramedic IV**

Approved:

Date: 9/4/2018

The Firefighter / Paramedic IV renders appropriate pre-hospital patient care, operates EMS units (and fire apparatus, if qualified), performs fire suppression activities (in accordance with the West Virginia State Fire Commission policy on Fire Prevention Units), serves as an acting Lieutenant when needed, and performs various other station duties and assignments.

**Qualifications**

To be eligible for initial or continued employment in this position one must:

- Be at least twenty-one (21) years of age
- Possess a valid Driver's License
- Meet the EMS Personnel Requirements set forth in WV §64 CSR 48
- Possess a current WV Paramedic certification, and
- Successfully complete the Internship Program and be released by the Medical Director as an EMS provider
- Successfully complete the six-month introductory period as described in AP#1060
- Be currently appointed to the position of Paramedic II or Paramedic III for not less than one year (combined) full-time or not less than two years (combined) part time.
- Successfully complete the following training as evidenced by a completion certificate or transcript\*. Fire service courses must be accredited or accepted by the WV State Fire Commission. EMS courses must be accredited or accepted by the West Virginia Office of Emergency Medical Services.
  - Emergency Vehicle Operators Course
  - Hazardous Materials Operations
  - WV MCI I & II
  - Unexpired CPR certification
  - Firefighter I
  - Firefighter II or Vehicle and Machinery Rescue I
  - Fire Officer I
  - Incident Safety Officer
  - Community Safety Educators (NFA Q0118)
  - Public Information Officer Awareness (FEMA EMI IS-29)
- Successfully complete the Lieutenant's Examination with a rating of *qualified* or *well-qualified*.
  - The Lieutenant's Examination will be held two years following the last process, or sooner at the Director's discretion. The screening process may include any or all of the following evaluations; writing assignment, written exam, assessment center, psychomotor skills, and/or



interview(s.) Additionally, candidates will be evaluated based on their performance while employed with the agency, complete employment history, and training and education based on what is on-file with the agency at the time of examination.

- At the conclusion of the examination process, candidates will be ranked into one of the following; unqualified, qualified, or well-qualified. Those ranked unqualified will not be eligible for appointment to the rank of Firefighter/Paramedic IV and will remain at their current rank.

Failure to maintain the required qualifications throughout employment will result in termination.

\*Any employee who has, as of July 1, 2018, completed the Lieutenant's examination and is authorized to serve as an Acting Shift Officer, but does not have the required training, will have until July 1, 2019 to obtain all required training. If documentation of the required training is not provided by July 1, 2019, the employee will be demoted to the highest rank they are qualified for and their pay will be reduced accordingly.

\*Any employee who completes the Lieutenant's examination between July 1, 2018 and December 31, 2018, and ranks qualified or well-qualified, but does not have the required training, will have until July 1, 2019 to obtain all required training. If documentation of the required training is not provided by July 1, 2019, the employee will be demoted to the highest rank they are qualified for and their pay will be reduced accordingly.

## Responsibilities

It is the responsibility of the Firefighter / Paramedic IV to:

- Assess and examine patients and perform appropriate interventions within the Paramedic scope of practice and in accordance with WVOEMS Protocols and online medical direction
- Always follow infection control best-practices
- Complete documentation in accordance with the expectations of the Medical Director
- Operate the EMS unit (and fire apparatus, if qualified) safely and efficiently in accordance with West Virginia State law and JCESA policy and guidelines
- Ensure the units/apparatus are clean, re-stocked, and ready to respond at all times
- Perform daily, weekly, and monthly inventories as directed
- Develop and maintain knowledge of the primary area in which he/she will be responding
- Perform fire suppression activities as directed by the chief of the assigned fire station and in accordance with the West Virginia Fire Prevention Unit Policy.
- Complete station duties and daily activities
- Serve as an acting Lieutenant when directed to do so by the Captain
- Complete performance evaluations of assigned employees



- Perform other duties as assigned by an officer.

**Additional Position Attributes:**

- **Status:** Hourly
- **Compensation:** Compensation is determined by position and years of service, as illustrated in the JCESA Pay Table.
- **Location and Hours of Work:** Hours and days of work will vary. Assignment location and scheduled hours are subject to change at any time for any reason at the discretion of the Captain.