



**Job Description: Firefighter/EMT I**

Approved:

Date: 9/15/21

The Firefighter / Emergency Medical Technician (EMT) I renders appropriate pre-hospital patient care, operates EMS units, performs fire suppression activities (in accordance with the West Virginia State Fire Commission policy on Fire Prevention Units) in Jefferson County and performs various 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 current NREMT and WV Emergency Medical Technician (EMT) certification
  - For any individual hired on or after October 1, 2020, current status as an NREMT-EMT, with at least 120 days remaining prior to expiration, is a pre-requisite for employment and must be maintained, without lapse, throughout employment.
  - For those hired prior to October 1, 2020, NREMT status must be maintained, without lapse, throughout employment, *unless* it is not required by WVOEMS for the individual to maintain state certification.
- Have successfully completed 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 Awareness
  - WV MCI I & II
  - Unexpired CPR certification
  - Firefighter I\*
  - Firefighter II\* or Vehicle and Machinery Rescue I\*.
- Successfully complete the Internship Program and be released by the Medical Director as an EMS provider at the EMT level within 90 days of their start date
- Successfully complete the introductory period as described in AP#1060

\* The agency may hire individuals who have not completed Firefighter I, Firefighter II, and/or Vehicle and Machinery Rescue I, at the discretion of the Director, with the understanding that such individuals will be required to successfully complete this training, as evidenced by a completion certificate or transcript from a WV accredited institution within one year. Those who fail to complete this training within one year of hire will be terminated, at the



discretion of the Director, in the absence of extraordinary and extenuating circumstances. Until the employee has obtained the required training, the employee is not permitted to function as a firefighter or enter an IDLH atmosphere. They may assist in exterior support operations at the discretion of the incident commander.

Failure to maintain the required qualifications throughout employment will result in suspension or termination, based on the circumstances, at the discretion of the Operations Commander.

### **Ongoing Training Requirements**

The following training requirements must be maintained throughout employment in this position. Failure to do so will result in disciplinary action up to and including termination at the discretion of the Director.

- Hazardous Materials Awareness (or higher) – must complete annually
- WV MCI I & II refresher – must complete biennially
- Protocol Review & Update – must complete annually
- Healthcare Provider CPR – must maintain an unexpired certification
- Skills Evaluation – must complete no more than 365 days after last successful completion

The employee is responsible for ensuring current documentation of these requirements is included in their TargetSolutions account and notifying the Education & Compliance Officer if documentation they have submitted is not visible.

### **Responsibilities**

It is the responsibility of the Firefighter / EMT I to:

- Abide by the JCESA Administrative Policies & Operating Guidelines
- Assess and examine patients and perform appropriate interventions within the EMT 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 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 always
- 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 authorized 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



- Perform other duties as assigned by an officer.

### **Supervision Exercised & Received**

- This position does not supervise others.
- This position is supervised by the Lieutenant to whom they are assigned, as reflected on the JCESA Organizational Chart and/or Personnel Action Notice, except that while on-duty this position is supervised by the Lieutenant on-duty.

### **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 Operations Commander.