



**Job Description: Firefighter / Paramedic IV**

Approved:

Date: 7/12/21

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 current NREMT status as an NRP or NREMT-P
- Possess a current WV Paramedic certification, and
- Have successfully completed the Internship Program and be released by the Medical Director as an EMS provider
- Have successfully completed 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.
- 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
  - Fire Officer I
  - Incident Safety Officer
  - Community Safety Educators (NFA Q0118) OR Introduction to Strategic Community Risk Reduction (NFA Q0841)
  - 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.
- Those who have been appointed to the position of Firefighter/Paramedic IV, having completed the Lieutenant's Examination process once, may elect not to complete subsequent tests. In this case, their last Lieutenant's Examination result will be used to qualify for the rank of Firefighter/Paramedic IV, but they will be ineligible for promotion to Lieutenant until completing the most recent Lieutenant's Examination and scoring well-qualified or qualified.

Failure to maintain the required qualifications throughout employment will result in suspension, demotion, 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
- ACLS Provider – must maintain an unexpired certification
- PEPP or PALS – must maintain an unexpired certification
- PHTLS or ITLS – 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 / Paramedic IV to:

- Abide by the JCESA Administrative Policies & Operating Guidelines



- 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 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
- Serve as an Acting Shift Officer (ASO) when directed to do so by the Operations Commander or designee
- Complete performance evaluations of assigned employees
- Perform other duties as assigned by an officer

### **Supervision Exercised & Received**

- This position does not supervise others, except when serving as an Acting Shift Officer.
- 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.