



## POSITION DESCRIPTION

**Core Values** → *ESPRIT de Teton County*  
**E**xceed expectations; offer options not obstacles  
**S**ervant leadership through initiative  
**P**ositively professional  
**R**espect for all people, places and things  
**I**ntegrity in every word and act  
**T**eamwork for the good of the w“hole”

<b>TITLE:</b>	<b>Firefighter/EMT (Basic)</b>	<b>LAST UPDATED:</b>	Aug 2015
<b>DEPARTMENT:</b>	Fire/EMS Department	<b>FLSA STATUS:</b>	Non-Exempt

*FLSA designation cannot be assigned to a job class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designations included on the job description are for general administrative guidelines.*

### SUMMARY:

Under direct supervision, functions as a member of Jackson Hole Fire/EMS firefighting team by performing skilled work in emergency response, including fire suppression, emergency medical services, life support, and rescue operations; stabilizes emergency scenes, mitigates damage, and protects persons and property.

### PRIMARY DUTIES AND RESPONSIBILITIES:

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- As directed, responds to emergency alarms and calls for service, and performs fire suppression, rescue, life support, and Emergency Medical Technician (EMT) duties as required to control emergency incidents; relays orders, instructions and information on emergency actions, and follows orders under stressful conditions.
- Performs assigned duties on a rotating shift assignment, within scope of authority and training, and according to JHF/EMS policies and procedures; duties may vary according to job assignment and skill level.
- Acts as EMT for emergency care; provides life support services and standard treatment modalities.
- May operate emergency, fire, rescue, medical, and lifesaving tools and equipment; as directed, ventilates and enters burning structures to extinguish fires and rescue victims; stabilizes hazardous materials incidents.
- Inspects, cleans, and maintains equipment, tools, apparatus, and accoutrements; and assures that all emergency response equipment is in a proper state of readiness and available for immediate use.
- Assesses, treats, stabilizes, and transports patients according to JHF/EMS medical protocol and level of emergency medical certification; restocks medical supplies, and maintains inventory.
- Inspects, tests, evaluates, cleans, and repairs equipment after use; notifies supervisors of equipment problems beyond the scope of skills and training.
- Participates in classes, drills, and training to maintain and upgrade firefighting, rescue, and emergency medical skills; prepares reports, and maintains JHFD records and work logs.
- Mitigates hazardous materials incidents; performs clean-up activities at fire and emergency scenes.
- Assists and coordinates with law enforcement personnel and other first responders as required.
- Assist in the Maintenance of the JHF/EMS stations, facilities, equipment, and apparatus.
- Continuously updates knowledge of City/County geography, streets, building locations, and special hazards of designated facilities, to assure that firefighting activities are accomplished in a fast, effective, and safe manner.
- Maintains the integrity, professionalism, values and goals of the Jackson Hole Fire/EMS by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Teton County staff and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and County staff; maintains confidentiality of work-related issues and County information; performs other duties as required or assigned.

**MINIMUM QUALIFICATIONS:****Education and Experience:**

- High School Diploma or GED equivalent; **AND** recent Fire Department experience preferred; **OR** equivalent combination of education, training, and experience.

**Required Licenses and Certifications:**

- Must possess a valid Wyoming/Idaho Driver's License and maintain an acceptable driving record.
- Certification as an EMT-B from Wyoming Department of Health.
- Firefighter I
- NIMS ICS 200
- Additional technical skills training and certifications may be required.

**Required Knowledge of:**

- County policies and procedures, and state and federal regulations governing emergency services agencies.
- JHF/EMS Standard Operating Procedures, guidelines, and policies.
- Principles and practices of modern fire suppression and prevention.
- Principles of emergency medical service and life support.
- Procedures and equipment used in modern firefighting and emergency medical response.
- Operational characteristics of specialized fire suppression apparatus, vehicles and equipment.
- Federal, state, and local building codes and regulations.
- City and County geography, traffic patterns, and the location of streets, landmarks, and buildings.

**Required Skills in:**

- Remaining alert at all times and reacting quickly and calmly in emergency situations.
- Providing firefighting, rescue, and medical services under emergency conditions.
- Assessing emergency medical situations, stabilizing patients, and providing standard emergency medical care.
- Recognizing the construction, contents and occupancy of buildings and other emergency incident scenes in order to apply appropriate firefighting, rescue, and emergency medical techniques.
- Maintaining and repairing firefighting vehicles, facilities and equipment.
- Establishing and maintaining effective working relationships with co-workers.
- Operating and maintaining computer and communications equipment.
- Communicating clearly and concisely, both verbally and in writing.

**Physical Demands/Work Environment:**

- Work is performed outdoors and indoors at emergency incident sites, and in fire station facilities; may be exposed to environmental fumes, hazardous chemicals, communicable diseases, and potential physical harm. Must maintain a level of physical fitness to meet Department standards.