

**JOB DESCRIPTION  
CITY OF JACKSONVILLE, ALABAMA**

**FIRE DEPARTMENT**

**PART-TIME SUBTITUTE FIREFIGHTER/PARAMEDIC**

**RANGE: 11-A**

**CODE: 1016**

Non-Exempt

The City of Jacksonville is an Equal Opportunity Employer

**JOB DEFINITION**

This is part-time work performed on an "as needed" basis to cover the absences or unavailability of regular fire department employees and by situations requiring an expanded fire department work force. This is general duty fire protection and Emergency Medical Technician (EMT) work in the provision of life safety, incident stabilization and property conservation through fire suppression, emergency medical care and emergency ambulance transportation. Firefighters perform work in accordance with departmental rules and serve under the direct command of a company officer.

Fire suppression responsibilities include general operations for the safe and effective control and extinguishment of any fire. In addition, the firefighter must be able to demonstrate good judgment and make sound decisions in emergency incidents while in extreme circumstances and is responsible for the general operations in fire suppression until relieved by a company officer or the fire chief. He/she must also be capable of functioning as an integral part of a team effort.

The Firefighter/Paramedic is responsible for providing emergency medical care and transportation, as assigned, as well as the safe and efficient operation of an ambulance to the incident scene and the respective hospital, as required by the patient condition and the medical authority having jurisdiction.

General work is assigned by the company officer with regard to maintaining, operating and replenishing resources as well as general station cleaning and repair and is to be carried out in a prompt and energetic manner with minimal supervision.

**ESSENTIAL FUNCTIONS**

All duties listed may not be found in each position, nor does the list include all tasks, which may be assigned to positions in this class.

- Responds with and/or operates fire and Emergency Medical Services (EMS) vehicles to all fire and emergency incidents and correctly operates the fire and EMS vehicles and any equipment required to stabilize and terminate the emergency.
- Functions as either the attending paramedic or driver of emergency transport vehicle to EMS scene, assist in the care of the patient, and provides emergency transportation to the designated facility.
- Cleans, maintains, and restocks supplies and equipment on EMS and fire vehicles.
- Maintains documents, as required, of all daily and weekly vehicle inspections and immediately initiates action to correct any deficiencies found.

**ESSENTIAL FUNCTIONS (Continued)**

- Performs general maintenance work for upkeep of fire department grounds, equipment and buildings; including thoroughly cleaning and performing minor repairs to fire station, fire and EMS vehicles, and equipment.
- Inspects tests and records test results of all hose, hydrants, and fire pumps annually.
- Maintains knowledge and capability to perform fire and EMS dispatch duties including call-taking, alerting responders, and maintaining communications logs.
- A person with a disability that is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of reasonable accommodations
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Operating knowledge of fire control, hazardous materials, and emergency medical methods, practices, and procedures as well as the ability to apply this knowledge correctly in specific situations.
- Ability to read road maps, correctly locate the most direct route to emergency scenes, and driving skills to apply that knowledge and deliver fire department vehicles to the scene in a safe and prompt manner.
- Ability to perform a rapid size-up of emergency incidents and initiate a safe, effective, and reasonable course of action within a short time frame.
- Ability to understand and follow both verbal and written directives and orders.
- Ability to correctly complete clear and comprehensive written and verbal reports detailing the situation found, action taken along with incident details as required.

**QUALIFICATIONS**

- High School diploma or equivalent.
- Possess and maintain a valid Alabama driver's license as well as a driving record suitable for insurability.
- Possess medical credentials as a Paramedic as required by the Alabama Department of Public Health.

**NECESSARY SPECIAL REQUIREMENTS**

- The applicant shall meet the minimum standards as established by Alabama Firefighters Personnel Standards and Training Commission for Firefighter I and II certification.
- Maintain medical credentials as a Paramedic as required by the Alabama Department of Public Health.