



**GOFFSTOWN FIRE DEPARTMENT**  
**GOFFSTOWN, NEW HAMPSHIRE**  
**JOB DESCRIPTION**



<b>Job Title:</b>	EMS MEMBER	<b>Position Type:</b>	CALL (PART-TIME)
<b>Department:</b>	FIRE DEPARTMENT	<b>Exempt: Y /N</b>	N
<b>Rank:</b>	EMS MEMBER	<b>Reports To:</b>	CAPTAIN OR LIEUTENANT

**Job Summary / Nature of Work:**

Performs responsible work as an EMT for the Town; engaged in emergency medical services. Responds to emergency medical calls and renders assistance. Protects and saves life through effective rescue and EMS work and performs related equipment and facility maintenance, housekeeping functions, as assigned, and performs other duties as directed.

Works under the general supervision of the Captain or Lieutenant (Call and Full-time), who outlines broad areas of responsibility. Works under the general supervision of a Department Officer who occasionally is present at emergency scenes and issues instructions concerning methods of appropriate courses of action. The EMS Member is required to use initiative and judgment in carrying out assignments particularly in the absence of an Officer.

**Essential Duties and Responsibilities:**

(This position description may not include all of the duties required for this position. The following listed examples include duties that are required by this position.)

1. Performs the full range of EMT (depending upon certification) duties, including:
  - Responding to medical, hazardous and fire related emergency situations;
  - Maintaining apparatus and vehicles in a clean and operable condition, performing basic maintenance and repairs on equipment;
  - Maintaining care, maintenance and upkeep of assigned station(s), apparatus and equipment.; and
  - Participating in drills and training sessions.
2. Responds to alarms with proper equipment promptly and safely. Includes proper positioning of apparatus and other equipment / resources. Conducts themselves in a safe, efficient and professional manner.
3. Performs all assigned duties in accordance with common practices and department regulations and guidelines.
4. Maintains and ensures equipment readiness.
5. Maintains/completes records of: apparatus and equipment, alarms and calls responded to, personnel, equipment inspections, and other records and reports relevant to department operations.
6. Maintains facilities and performs housekeeping duties as assigned.
7. Maintains and improves EMS and rescue skills. Attends training sessions, studies materials on EMS and rescue methods, and maintains familiarity with town streets and related department equipment and apparatus. May be requested to conduct training sessions based upon topic expertise.
8. Provides mutual / automatic aid to other fire service and emergency medical agencies as dispatched and in accordance with department procedures.



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9. Develops and maintains effective working relationships with members of the department, other safety agencies, and the community; presents a variety of educational and public service programs to children, youth and community groups.
10. Informs superior fire officers of EMS and rescue developments.
11. Performs other related duties as required / assigned.

**Supervision Exercised:**

None.

**Required Knowledge, Skills, and Abilities:**

Ability to learn and perform a variety of EMS and rescue skills. Ability to follow written and oral instructions. Ability to work under physically and emotionally stressful situations. Ability to establish effective working relationships with supervisors, peers, the general public and other Town Agencies. Ability to communicate effectively with the general public and other members of the fire department both orally and in writing. Ability to work in a team environment as a productive team member.

**Experience, Education, Training, and Certification Requirements:**

**Experience:**

None.

**Education / Training / Certifications:**

- Must be a High School graduate (or GED);
- Must be 18 years old;
- Must have and maintain a valid NH motor vehicle operator's license (CDL – TANK/AIRBRAKE TO OPERATE DESIGNATED APPARATUS);
- Must possess and maintain NREMT-B (minimum);
- Must possess and maintain a current Healthcare Provider CPR card;
- ICS/NIMS 100, 200, 700 completed within 1<sup>st</sup> year of employment;
- Must have successfully completed the GFD Orientation and Training Program.

**Preferred:**

Proficiency with Microsoft Word, Excel, and PowerPoint.



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**Physical Exertion / Environmental Conditions:**

Due to the nature of the work environment, it is difficult to predict hazards exposure. Generally, the incumbent may be exposed to toxic or caustic chemicals, is near moving or mechanical parts, exposed to the risk of electric shock, risk of radiation, infectious disease, and stress; outdoor weather conditions, fumes or airborne particles, or the extremes of heat/cold. The incumbent is exposed to occupational risks typical of a EMS employee, working alongside said members as necessary; as well as tending to administrative requirements. These risks include the infectious disease exposure, fall hazards, atmospheric and products hazards, life safety exposure, and equipment hazards.

Working time may include irregular hours and shift times.

Incumbent's working conditions are typically quiet, but may become very loud responding to emergency calls and at the scene of a fire or other emergency medical incidents.

The nature of this position requires employee to be in and maintain sound physical conditioning as determined by the Town and/or department indentified standards (NFPA 1582). Successful candidates are required to take and pass a physical exam after a conditional offer of employment and periodically thereafter.

**Cognitive and Sensory Requirements:**

- **Talking:** Ability to understand meanings of words and ideas associated with them and use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.
- **Hearing:** Constantly required when communicating with employees, vendors and public.
- **Sight:** Peripheral vision, night vision, focus, color perception, and depth perception are essential to job function. (Able to meet NFPA 1582 Standard)
- **Tasting and Smelling:** Smelling required.

**Special Vocational Preparation Requirement(s):**

<input type="checkbox"/>	1. Short Demonstration only.	<input checked="" type="checkbox"/>	5. 181 days to 1 year
<input type="checkbox"/>	2. Beyond short demo up to & including 30 days	<input type="checkbox"/>	6. 1 – 2 years
<input type="checkbox"/>	3. 30 – 90 days	<input type="checkbox"/>	7. 2 – 4 years
<input type="checkbox"/>	4. 91 – 180 days	<input type="checkbox"/>	8. 4 – 10 years
		<input type="checkbox"/>	9. Over 10 years

**Other Considerations and Requirements:**

Person is expected to dress appropriately (uniform) to represent the Department to the public.

**Physical Activity Requirements:**

**PRIMARY PHYSICAL REQUIREMENTS:**

**LIFT up to 10 lbs.:** Frequently  
**LIFT 11-25 lbs.:** Frequently  
**LIFT 26-50 lbs.:** Frequently

**OTHER PHYSICAL CONSIDERATIONS:**

**Twisting:** Frequently  
**Bending:** Frequently  
**Crawling:** Frequently



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<b>LIFT OVER 50 lbs.:</b>	Frequently	<b>Squatting:</b>	Frequently
<b>CARRY up to 10 lbs.:</b>	Frequently	<b>Kneeling:</b>	Frequently
<b>CARRY 11-25 lbs.:</b>	Frequently	<b>Crouching:</b>	Frequently
<b>CARRY 26-50 lbs.:</b>	Frequently	<b>Climbing:</b>	Frequently
<b>CARRY OVER 50 lbs.:</b>	Frequently	<b>Balancing:</b>	Frequently
<b>REACH above shoulder height:</b>	Frequently	<b>Push/Pull:</b>	Frequently
<b>REACH at shoulder height:</b>	Frequently		
<b>REACH below shoulder height:</b>	Frequently		

**Job Location and Equipment Operated:**

Duties are performed indoors and outdoors in a variety of settings and in all weather conditions. Operates a variety of equipment including medical equipment. Operates various computers. Operates various emergency response vehicles.

**HAND**

**MANIPULATION:**

<b>Grasping:</b>	Frequently
<b>Handling:</b>	Frequently
<b>Torquing:</b>	Frequently
<b>Fingering:</b>	Frequently

**DURING AN 8 HOUR PERIOD, EMPLOYEE MAY BE REQUIRED TO:**

	<b>Consecutive Hours</b>								<b>Total Hours</b>							
<b>Sit</b>	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
<b>Stand</b>	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
<b>Walk</b>	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

**Controls & Equipment:** Computers, printers, telephone, cell phone, fax, scanner, calculator, motor vehicles, still/digital cameras, hand tools, radios, measuring tools, EMS equipment.

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this job will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Last Updated By:	Richard S. O'Brien, Fire Chief	Date:	June 8, 2011
Approved By BOS:		Date:	June 27, 2011
Effective Date:	June 28, 2011	Time:	0000hrs



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