

**City of Coconut Creek  
Job Description**

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**Job Title:** Fire Fighter/Paramedic  
**Department:** Fire  
**FLSA Status:** Non-Exempt

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**General Purpose:**

Under general direction, performs technical work involving the prevention and suppression of fires, driving emergency units/engines, rescuing persons and highly skilled advanced life support and technical emergency medical services work in the field. The employee works within the scope of established Fire Rescue Department rules, regulations and procedures, however, is expected to exercise considerable judgment and initiative in emergency situations. Duties involve an element of personal danger and incumbents must be capable of functioning as an integral part of a work unit in order to ensure the safe and efficient performance of duties. Objective is to prevent and minimize injury and/or the loss of life and property in emergency medical and fire situations.

**Examples of Essential Functions:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Responds to fire alarms in the City and mutual aid and emergency medical calls
- Suppresses and extinguishes fires
- Rescues and stabilizes patients as part of an engine company or rescue unit
- Controls emergency medical activities in the absence of a superior; aids in the mitigation of other emergencies as directed
- Recognizes, reports, and reacts to potential situations and adjusts plans or activities accordingly
- Maintains Florida Certification as Paramedic as provided for in State Rule 10D66FAC and follows EMS protocols for Paramedic level medical care as approved by the Medical Director
- Communicates with dispatch, emergency room physicians and staff, police, fire officers and related personnel for the accurate and efficient dissemination of information and medical orders
- Drives, operates and inspects Fire Rescue vehicles
- Operates, utilizes and maintains Fire Rescue equipment and gear, including but not limited to, connecting hoses to hydrants and pumps; joining hose sections and connecting nozzles to hose, operating nozzles and applying a stream of water on fires, operating hand fire extinguishers and similar equipment in extinguishing fires, and raising and climbing ladders

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- Enters burning buildings with hose lines, and ventilates burning buildings to remove smoking gases
- May assume a commanding role in the medical division, branch or group under the Incident Management System until relieved of that responsibility
- Makes daily inspections of apparatus, equipment, and medical supplies; notifies supervisor of defects
- Extricates and rescues victims from vehicles, drowning, accidents, fire, and other harmful conditions
- Recognizes acute symptoms requiring immediate care and administers advanced level care to injured or afflicted persons or assists a team member with medical support; stabilizes patients for transport as a team member of an Advanced Life Support Emergency Medical Services unit; performs CPR; administers spinal and cervical immobilization; verifies vital signs; evaluates patient status
- Administers medication and IV fluids, intubation, interpretive cardiac ECG assessment, defibrillation and external pacemaker
- Provides airway maintenance, spinal and cervical immobilization
- Checks vital signs and conducts diagnostic patient assessment
- Recognizes various types of drugs, medications, and narcotics
- Performs custodial duties at the station; cleans and maintains Fire Station facilities and equipment; inspects fire equipment for necessary repairs
- Prepares EMS and department reports; completes patient reports, compiles billing information, and delivers all patient findings to the emergency room physicians; communicates appropriately via medcom radio channel; maintains records
- Participates in public education and community outreach programs
- Attends continuing education programs in firefighting, equipment operation, rescue procedures, hazardous materials mitigation, first aid and paramedic level medical response; conducts drills, training and continuing education programs on emergency medicine
- Works shifts, which include long hours, days, nights, weekends, and holidays
- Performs other related duties as assigned and/or required

### **Minimum Qualifications:**

Graduation from an accredited high school or possession of an acceptable equivalency diploma; must be at least 18 years of age

Possession/maintenance of the following certifications/training:

- Florida Driver's License with acceptable driving record
- Certification by the State of Florida as a Firefighter pursuant to Florida State Statutes 633.412
- Certification by the State of Florida as a Paramedic

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- Healthcare Provider CPR Certification and Advanced Cardiac Life Support Certification
- DOT Approved Emergency Vehicle Operator Course (EVOC) Certification
- Completion of Candidate Physical Ability Test (CPAT), Broward County Physical Ability Test, or the Coral Springs Physical Ability Test within one (1) year prior to submitting application for employment (*exception for those currently employed in firefighter/paramedic position*)
- Completion of appropriate level of National Incident Management System (NIMS) training is mandatory within one year of hire/promotion.

This is a designated emergency management position in the City's Emergency Operations Plan and will require the employee occupying this position to work during declared emergencies.

### **Knowledge, Skills, and Abilities:**

- Knowledge of current principles and practices of fire prevention/suppression/rescue and paramedic work, governing laws, ordinances, policies and procedures
- Knowledge of First Responder and CPR
- Knowledge of modern rescue, extrication, life support, and transportation techniques; movement of patients and psychological needs of patients
- Knowledge of emergency room procedures as related to EMS
- Skill in rendering effective emergency medical treatment at the advanced life support level
- Skill in performing detailed patient examinations and provide diagnostic assessment of patient's condition
- Skill in performing safe and efficient use of fire emergency service equipment
- Skill in the principles and techniques of customer relations skills; ability to deal diplomatically with irate, violent or frantic individuals under considerable stress; ability to react quickly and calmly in emergency situations
- Skill in swimming
- Skill in operating moderately heavy/heavy fire rescue vehicles and equipment even under adverse conditions
- Skill in operating basic office equipment
- Skill in accessing, operating and maintaining various software applications, including Microsoft Office products, with the ability to learn new software
- Ability to understand and follow written and oral instructions in English
- Ability to clearly communicate information both orally and in writing
- Ability to make decisions readily, render judgment, take action or commit oneself in life or death situations
- Ability to analytically observe, and objectively and clearly report routine and non-routine, emergency and non-emergency activities
- Ability to maintain composure under emergency situations; work effectively under stressful conditions
- Ability to demonstrate behaviors that support the City's mission and core values

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- Ability to be ethical and fair while representing the City, including adherence to all workplace policies that support ethical business practices and standards of conduct
- Ability to establish and maintain effective working relationships with the general public, coworkers, elected and appointed officials, and members of diverse cultural and linguistic backgrounds regardless of race, color, religion, age, gender, ethnicity, disability, sexual orientation, marital status or political affiliation
- Ability to regularly attend work and arrive punctually for designated work schedule

### **Physical Requirements:**

Depending on functional area of assignment, tasks involve the regular and, at times, sustained performance of moderately physically demanding work and may require lifting, carrying, pushing and/or pulling of heavy objects or materials (up to 80 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks involve some climbing, stooping, kneeling, crouching, or crawling. Tasks may involve extended periods of time standing and/or walking.

### **Environmental Requirements:**

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

### **Sensory Requirements:**

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

### Time Analysis for Florida Retirement System application requirements:

- TBD –%
- TBD –%

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

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date