



# Scarborough Fire Department

## Scarborough, Maine



### Standard Operating Guidelines

<b>Book:</b>	<b>Organization</b>
<b>Chapter:</b>	<b>Fire Department Organization</b>
<b>Subject:</b>	<b>1124 – Job Description Per Diem Advanced EMS Provider</b>
<b>Revision Date:</b>	<b>03/12/2021</b>
<b>Approved by:</b>	<i>B. Michael Thurlow</i>

#### QUALIFICATIONS

- Must hold and maintain a valid driver’s license.
- High School Diploma or equivalent required.
- Must hold and maintain a valid Maine Advanced EMT license, Paramedic preferred.
- Successful completion of a state certified AVOC/EVOC class.
- Must successfully complete a physical abilities test.
- Must successfully complete a post offer comprehensive physical examination.

**REPORTS TO:** Career officers including the Operations Captain and Lieutenants

#### NATURE OF WORK

This is a skilled emergency medical position that requires the employee to respond to a wide range of medical, traumatic, and fire suppression-related emergencies in a community encompassing 54 square miles with a year-round population of over 20,000 that is significantly higher in the summer months. The department's annual call volume exceeds 4,200 calls for service per year.

The Per-Diem Advanced EMS Provider position is a part-time employee, as defined in the Town of Scarborough Personnel Ordinance, and works scheduled 10 and/or 12-hour shifts.

The person filling this position must be mature, honest, compassionate, able to work well with others, and be willing and able to interact positively with the public. The candidate must be prepared to respond to emergency calls in all types of weather, day or night. Due to the geography of the community the candidate must be prepared for emergencies on/in the ocean, highways, residential neighborhoods, industrial areas, as well as agricultural settings.

The person filling this position will complete station duties, public education, in-house education for the professional development of our personnel, equipment and apparatus maintenance, disinfecting and cleaning of equipment and apparatus, computer related reports and assignments, and a variety of other tasks that may be assigned by the Fire Chief or his designee.

The person filling this position must be:

- Knowledgeable in current EMS standards applicable to their licensure level as outlined in state and local protocols.
- Proficiently skilled in all patient care techniques that may be performed by a Maine licensed Advanced Emergency Medical Technician as appropriate for their licensure level, including completion of electronic patient care reports.
- In good physical and mental condition
- Able to develop a rapport with a vast cross section of coworkers including call members, student firefighters, part-time and full-time firefighter/EMS personnel, local and state police officers, and hospital staff, all with varying levels of training and experiences.

### **ILLUSTRATIVE EXAMPLES OF WORK REQUIREMENTS**

- Report promptly for scheduled work shifts, prepared for duty.
- Respond to emergency and non-emergency calls for service.
- Provide primary patient assessment, treatment, and transport at both the BLS and ALS level of a Maine licensed Emergency Medical Technician, based on their license level, on any call for emergency medical service.
- Safely drive and operate emergency apparatus including pumpers, aerials, ambulances and other ancillary vehicles under routine and emergency response in all types of conditions.
- Be knowledgeable in and adhere to State and local EMS protocols as well as department and company Standard Operating Procedures, Guidelines, and General Orders.
- Perform station duties, equipment and apparatus maintenance checks, hydrant shoveling, hose testing, and a variety of other assignments as part of the team as assigned.
- Maintain a willingness to learn and employ additional skills and techniques as needed.
- Learn and maintain up-to-date knowledge of the location of streets, principal buildings and geographic features of the Town of Scarborough.
- Effectively receive, process, relay, and follow both oral and written instructions.
- Comply with all department training requirements.
- Establish and maintain effective working relationships with other employees (call, part-time, full-time and students), supervisors, other departments, agencies, and the public we serve.
- Understand and work within the principals of the National Incident Management and Incident Command systems.
- Successfully complete a probationary course of study within 12 months of employment.

### **SALARY**

This position is a part time per-diem position with a salary that is periodically adjusted based on prevailing wages.

### **FIREFIGHTING & EMS TRAINING REQUIREMENTS**

An employee in this class must have already attained, or attend and pass the following within a reasonable time frame as agreed to with the Fire Chief:

- Hazardous Materials Operations Level certification.
- Basic Structural Firefighting certification
- Other fire & EMS classes as deemed appropriate by the Fire Chief