

JOB DESCRIPTION: SWINGPERSON WITH EMERGENCY SERVICES DEPARTMENT -

Nature of Work

This is general duty, skilled firefighting work in combating, extinguishing and preventing fires, and in the maintenance of emergency services equipment, apparatus, and quarters. Work involves training for and participating in the duties of protecting life and property by firefighting and rescue activities, and performing hazardous tasks under emergency conditions which may require strenuous exertion under such handicaps as smoke and cramped conditions.

Although firefighting and rescue work are the most difficult and responsible areas of activity, the major portion of time is spent in drilling and studying methods, techniques and organization, and in routine duties in the care, cleaning, maintenance and repair of property, apparatus, and equipment.

Work is normally performed under supervision in accordance with well established routine. Assignments are given by a superior officer both in fighting fires and at the station.

The swingperson has responsibility for technical work in the delivery of emergency medical services. An employee in this class has primary responsibility for operating an assigned ambulance and its emergency medical equipment in the delivery of first-aid and other emergency services to sick or injured persons. Assignments emphasize judgment in determining the severity and nature of injuries and the resources available to provide medical attention.

Employees are responsible for the preparation of reports on services provided and assisting in the maintenance of related records. Work requires a substantial degree of independent judgment in the field and is reviewed through records maintained, the condition of ambulance assigned, and through results obtained.

Employees shall provide fire prevention programs to educate recipients including lecture and seminar programs.

Employees work rotating shifts. The responsibility of the swingperson is to cover vacation time for both firefighter/drivers and EMTs and any shifts assigned.

Illustrative Examples of Work

Performs general maintenance work in upkeep of emergency service property, checking vehicles for gas, oil, water, lights, siren, radio, and other operating units.

Cleans and washes walls and floors, makes minor repair to property and equipment; washes, hangs and dries hoses; washes, cleans and polishes tests apparatus.

Attends training course, reads and studies assigned materials related to firefighting, fire prevention, and emergency medical services.

Checks medical supplies and replaces missing items. Launders blankets and linens used in ambulance service operations.

Responds to fire alarms with volunteers. Drives equipment to fires, operates pumps and auxiliary equipment, lays and connects hoses, holds nozzles and directs fog on water

streams, raises and climbs ladders, uses chemical extinguishers, bars, hooks, lines, and other equipment.

Drives specially equipped emergency vehicle to specified location. Monitors communication equipment to maintain contact with dispatcher. Relays instructions, orders and information, and gives locations of alarms from dispatcher or as dispatched.

Participates in fire drills, attends classes in firefighting and first aid, and inspects and fills fire-protective devices. May perform assigned fire inspections, checking fire escapes, building exits, and related structure and appurtenances for compliance with fire-prevention laws. Ventilates burning building by opening windows and skylights or by chopping holes in roofs and floors, performs salvage operation such as throwing salvage covers, sweeping water, and removing debris.

Administers prescribed first-aid treatment at site of emergency or in emergency while performing such activities as application of splints, administration of oxygen or artificial resuscitation. Administers first-aid treatment to and transports sick or injured persons to medical facility, working as a member of emergency medical team. Removes or assists in removal of victims from scene of accident or catastrophe. Determines nature and extent of illness or injury to establish first-aid procedures to follow or need for additional assistance. Communicates with professional medical personnel to obtain instructions regarding further treatment or to arrange for reception of victims at treatment facility. Assists at treatment center admitting personnel to obtain record information related to victim's vital statistics and circumstances of emergency.

Performs telephone and dispatching duties as assigned, and related duties as required.

Requirements of Work

Some knowledge of street system and physical layout of town.

Ability to climb ladders and work at heights.

Ability to learn a wide variety of emergency services duties and methods within a working test period.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to understand and follow oral and written instructions.

Skill in operating emergency equipment and vehicles.

Knowledge of first-aid practices and emergency life-saving standards as established by the Maine Emergency Medical Services, Aroostook Region V EMS.

Some knowledge of the operating capabilities and care of standard first-aid equipment including splints, a resuscitator, and related first-aid equipment.

Knowledge of and skill in the safe operation of an ambulance and laws governing its operation on public highways.

Ability to work independently in emergency life-saving situations and to make decisions following established operating procedures.

Ability to prepare basic trips and other reports on record.

Ability to establish and maintain effective working relationships with varied government officials, institutional personnel, and other employees.

Desirable Experience and Training

Satisfactory completion of Emergency Medical Technician (EMT) course and possession of valid EMT license. Some experience in practical or general nursing work or in military medical corps or in any equivalent combination of experience involving the provision of emergency first-aid or related nursing. Firefighting I, II, Hazmat/WMD Operations Level, Paramedic within 5 years, EVOC or AVOC certification.

Necessary Special Qualifications

Graduation from a standard high school or vocational school or an equivalency certificate. Certification in Cardiopulmonary Resuscitation (CPR). Physical strength and agility and freedom from disabling defects. Ability to perform strenuous lifting involved in moving and/or transporting victims. Possession of appropriate valid vehicle operator's license as required by the State of Maine.