

FIREFIGHTER/PARAMEDIC

DEPARTMENT: Fire/EMS
LOCATION: Fire Station & EMS Stations

GRADE: F16
DATE: May 21, 2026

GENERAL PURPOSE

Serves as a member of a municipal fire department, protecting life and property through fire suppression, hazardous materials operations, technical rescue, and delivery of fire prevention programs. Provides emergency medical care and patient transport at the paramedic level. Maintains Fire / EMS equipment, apparatuses, and facilities.

SUPERVISION RECEIVED

Works under the direct supervision of the assigned Fire/EMS officer(s), usually the deputy shift commander or the shift commander. May also be subject to supervision by other Fire/EMS officers and senior personnel, including the Fire Chief, EMS Officer, and designated personnel. Works within the scope of the Incident Command System on emergency incidents.

SUPERVISION EXERCISED

This is generally a non-supervisory position; however, this position will be expected to supervise EMTs, and AEMTs in patient care settings during medical emergencies. This position may be required to coordinate, instruct, or supervise the work of new employees, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs firefighting activities including: driving fire and EMS apparatus; operating pumps and other equipment; laying hose; performing fire containment and extinguishment tasks; keeping records; making reports.
- Performs advanced life support patient care and transport including: emergent services; long-distance interfacility transfers; providing services within the Paramedic scope of practice.
- Participates in fire drills and classes in firefighting, emergency medical, and hazardous materials subjects.
- Receives and relays fire and EMS calls and alarms. Operates radio and other communication equipment.
- Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs.
- Maintains fire and EMS equipment, apparatus, and facilities.
- Performs minor repairs to departmental equipment.
- Performs general maintenance work in the upkeep of department facilities and equipment; cleans and washes walls and floors; cares for grounds around the station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains, re-stocks, and tests EMS and fire apparatus and equipment.
- Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency care activities.
- Presents programs to the community on safety, medical, and fire prevention topics.
- Performs salvage operations (i.e. throwing salvage covers, sweeping water, and removing debris).
- Assists in developing plans for special assignments such as emergency preparedness, communications, training programs, firefighting, hazardous materials, and emergency care activities.
- Assists in training as assigned.
- Attending meetings and conferences as assigned.
- Performs support functions as directed by the command staff.
- All other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent.
- Current valid Kansas or National Registry Paramedic Certification.
- Must possess a valid drivers license or be able to obtain a Class B drivers license within six months of hire. Must have a clear MVR.
- Must obtain Firefighter I & II certification and Hazmat Awareness and Operations within two years of hire.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of all disciplines related to Fire/Rescue and EMS.
- Physical strength, manual dexterity, fine motor skills, vision, hearing, and mobility necessary to successfully accomplish all tasks required by firefighters and paramedics and determined by all applicable guidelines, standards, and city policies including those set forth by NFPA. This includes, but is not limited to, performing strenuous physical activity for extended durations, lifting/dragging another human being, climbing ladders, ascending/descending slopes/staircases, walking on uneven surfaces, operating equipment, performing medical interventions, carrying heavy objects, donning/doffing SCBA, tying knots, hoisting equipment above the head, pulling fire hose, listening to sounds through a stethoscope, and palpating a pulse.
- Ability to operate - and skill in the operation of - all tools and equipment germane to this position.
- Ability to complete Fire and EMS reports in the English language with a high degree of accuracy and completeness and with a minimum of spelling and grammatical errors.
- Ability to work as a productive team member, including following written and verbal directions, helping others, and having a positive attitude.
- Ability to work safely, minimizing the number of preventable accidents.
- Ability to work effectively in unsafe conditions, including extreme temperatures, severe weather, exposed to hazardous materials & infectious diseases, in smoky environments, in high-noise situations, in confined space rescue situations, at heights (including on ladders and rooftops), in/around bodies of water, and in/around physical or environmental hazards; ability to work in high-stress situations; ability to often work without rest breaks for long periods of time; ability to work with deceased and/or dying individuals; ability to work in emotionally challenging situations.
- Basic understanding of applicable laws, codes, and regulations appropriate to Fire/Rescue and EMS, including HIPAA and related privacy laws; Ability to maintain confidentiality, particularly concerning sensitive healthcare information.
- Must be able to work effectively with limited supervision.

SPECIAL REQUIREMENTS:

- Must have no felony convictions or disqualifying criminal histories within the past seven years.
- Must have no criminal convictions which would be prohibitive of working with any controlled substances contained in an ambulance.
- Must be able to read, write, and speak the English language.
- Must be of good moral character; of temperate and industrious habits.
- Must have telephone service for emergency contact.
- Must have access to reliable transportation and be able to work from rotating duty stations.

TOOLS AND EQUIPMENT USED

The list of tools and equipment used includes, but is not limited to, fire apparatuses / ambulances, fire pumps, hoses, nozzles, hand tools, power tools, extrication tools, ladders, ropes, thermal cameras, saws,

fans, Personal Protective Equipment, SCBA, air compressor, radio, pager, personal computer, telephone, fax machine, basic office equipment, washing machine, vacuum, cardiac monitor, Lucas device, AED, traction splints, miscellaneous fire & EMS equipment. Emerging technologies require all Firefighter / EMS to be able to learn to operate new equipment as it becomes available.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the job duties, the employee is often required to stand; walk; use hands and fingers, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 200 pounds with assistance from other employees. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in office settings is normally quiet; in the work environment it is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud to very loud.

SELECTION GUIDELINES

A City of Iola application form must be fully completed and submitted to Human Resources before consideration for this position. Applicants are required to participate in an oral interview, reference check, past employment verification, and rating of education and experience as part of the selection process. Applicants may be subject to participate in job related tests, such as written assessments, physical agility tests, psychological examination, or polygraph test. The selected applicant is required to submit to a background check, pre-employment drug screen, and pre-employment physical examination. An appointee to this position is subject to, the satisfactory, completion of probation period. Duties listed above are intended only as illustrations of the various types of work performed. Omission of specific duties does not exclude them from the position if the work is similarly related or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.