



CIVIL DIVISION  
CLASS SPECIFICATION

FIREFIGHTER/PARAMEDIC

DATE ADOPTED: 1/20/2006

LAST REVISION: 10/20/2025

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**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for fighting fires, responding to other emergency situations and acting as the primary care giver in the emergency care of the sick and injured being treated by the fire district. An employee in this class will be expected to perform the duties of a firefighter or a paramedic based on the daily assignment by the officer in charge. An employee in this class may also be required to drive motorized fire apparatus and other emergency vehicles as well as perform routine fire station maintenance. Overall supervision is received from higher level fire personnel, such as a Fire Chief, Director of Emergency Services, and/or EMS Administrator. Day-to-day operational direction is received from the Fire Lieutenant in charge. Supervision of the work of others is not a normal feature of this class.

**TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

When assigned as a FIREFIGHTER

1. Responds to fire alarms and emergency calls with fire company and performs a variety of dangerous fire fighting;
2. Drives and operates motor-driven fire fighting equipment;
3. Connects hose lines and nozzles;
4. Operates volume and pressure pumps;
5. Raises and climbs ladders and enters burning buildings;
6. Makes necessary openings in burning buildings for ventilation, entrance and egress;
7. Removes persons from burning buildings;
8. Performs salvage operations at scenes of fires, such as covering furniture with tarpaulins and cleaning debris;
9. Learns and practices new methods;
10. Performs miscellaneous clerical work when assigned;
11. Assists in giving emergency first aid treatment to injured persons;
12. Cleans and maintains fire fighting equipment;
13. Performs a variety of tasks in connection with the maintenance and repair of buildings and grounds;
14. Performs fire inspections for fire prevention;

When assigned as a PARAMEDIC:

1. Receives emergency calls from the dispatcher and responds accordingly;
2. Takes histories and performs physical exams as indicated on patients in the field, often under less than ideal conditions;
3. Develops workable diagnoses based on available information;
4. Initiates indicated treatment modalities and supervises all persons on the scene involved with patient care, unless the Director of Emergency Medical Services is present;
5. Accompanies the patient to the emergency department, monitors and treats the patient during transportation and reports orally to the physician or nurse;



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6. Writes reports documenting the situation at the scene, examination results, orders received, treatments rendered, and other pertinent information;
7. Communicates with patient's family and friends at the scene and with other health team members in the community and at the hospital;
8. May perform triage at mass casualty incidents;
9. Aids in extricating accident victims from damaged vehicles and gives emergency medical treatment during process;
10. Checks, cleans and maintains all EMS-related equipment;
11. Maintains an inventory of medical supplies and materials, including drugs;
12. Participates in training programs, both as instructors and as participants for ongoing skills training.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Good knowledge of modern fire fighting and fire prevention methods; good knowledge of the use and maintenance of fire fighting equipment; good knowledge of, and ability to apply emergency first aid and temporary medical procedures to trauma victims at the scene and enroute to the medical center; good knowledge of, and skill in using, a variety of medical and first aid equipment in an ambulance; good knowledge of the geography of the locality; working knowledge of departmental rules and regulations; ability to understand and execute oral, written, touch and visual instructions; ability to work under physically stressful fire ground conditions; skill in the operation of a medical emergency radio; ability to communicate effectively under crisis situations; ability to prepare written reports; ability to remain calm in emergencies; ability to work effectively with a variety of medical and emergency personnel and to deal effectively with patients and their families; mechanical aptitude; personal characteristics necessary to perform duties of the position; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

**AT TIME OF EXAM:** Graduation from high school or possession of a high school equivalency diploma and certification by NYS Dept. of Health as an Emergency Medical Technician – Paramedic (EMT-P);

**AND MUST ALSO MEET THE FOLLOWING AT TIME OF APPOINTMENT:**

- EITHER: (A) Completion of fifteen (15) college credits;  
OR: (B) One (1) year of full-time, post-high school work experience;  
OR: (C) One (1) year of satisfactory military service;  
OR: (D) An equivalent combination of training and experience within the limits of (A) through (C) above.

**NOTE:** Unless otherwise specified, part-time experience will be pro-rated towards meeting the full-time experience requirement.



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**SPECIAL REQUIREMENT:**

1. Age: Candidates shall not be less than 18 years of age at time of appointment.
2. Physical Fitness: Candidates must meet standards established by the Commissioner of Human Resources.
3. Driver License: Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.
4. Possession of current CPR card and current ACLS certification at time of application and to maintain position.
5. Candidates must possess Hudson Valley Regional Emergency Medical Advisory Committee (HVREMAC) within six (6) months of appointment to maintain position.

**CIVIL DIVISION USE ONLY:**

**JURISDICTIONAL CLASSIFICATION:** Competitive

**REVISION HISTORY:** 4/4/2006, 1/30/19