

## JOB ANNOUNCEMENT

### FULL-TIME FIREFIGHTER/PARAMEDIC

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The Norwalk Fire Department is accepting applications for the position of Full-Time Firefighter/Paramedic. This position is scheduled Monday – Friday. Shift hours may vary and include some nights and over-time. Duties include response to calls for service (both Fire and EMS), public education, rental and commercial inspections, training, and other duties. Please see the job description for further information regarding the position.

**Qualifications:** High school graduation OR equivalent (GED); In accordance with State legal requirements, must be at least 18 years of age. Valid State of Iowa Paramedic Certification, AHA Health Care Provider Certification, IFSAC or Pro-Board certified Firefighter II and HazMat Operations required. Iowa Class B CLD with airbrake and tank endorsements also required within 6 months of employment.

**How to apply:** Copies of all required license and certificates listed above and an application must be received no later than 5:00PM October 10, 2014. Applications may be submitted in person, by mail, or by email and must be easily readable in order to be considered for employment. Applications submitted by fax will not be accepted. Applications may be obtained at [www.norwalk.iowa.gov](http://www.norwalk.iowa.gov) or at the Norwalk Fire Station located at 1100 Chatham Avenue, Norwalk IA 50211.

**Hiring Process:** Candidates will be reviewed and consideration for interviews will be given based on certification level, experience, and completion of a physical agility test (to be scheduled at a later date). Potential candidates must successfully complete a medical physical through the City of Norwalk's Clinic and pass a drug screen.

**Questions should be directed to:**

Assistant Chief Ryan Coburn @ [rcoburn@norwalk.iowa.gov](mailto:rcoburn@norwalk.iowa.gov) or 515-981-4316 x2703

Chief Dustin Huston @ [dhuston@norwalk.iowa.gov](mailto:dhuston@norwalk.iowa.gov) or 515-981-4316 x2702

**City of Norwalk  
Paramedic/Firefighter I**

**Reports to: Departmental Officers**

**Position Summary:** To protect life and property, perform emergency rescue, emergency medical, maintenance of equipment, paramedic education and training, fire prevention and backup firefighting activities. Other functions can include administrative report writing, records management and related duties of the position.

**FLSA Status:** Non-Exempt

**Pay Status:** Full-time (Salary Schedule-Range/Step); overtime. Hours: 40 hours per week; non-standard work schedule, including some split shifts.

**Coordinates or Works With:** Fire Chief, Battalion Chief, Captains, Lieutenants and members of the department.

**Essential Job Functions:** The following duties are normal for this position. They are not to be considered all inclusive or exclusive activities.

1. Responds to rescue and fire call, per SOP's, in a safe and timely manner during duty hours.
2. Performs direct patient care in compliance with established medical protocol and standards of care as defined by legal and paramedic requirements.
3. Performs emergency rescue activities including driving, assisting patients, and operating extrication tools, installation of cribbing and stabilization devices at rescue events.
4. Assess and coordinate resources and personnel with other department members to facilitate safety, quality care, triage, and transportation of all patients.
5. Attends regular business meetings of the department, training sessions, and other meetings as needed.
6. Perform duties related to public information/relations services of the department.
7. Augments paramedic-training functions with fire prevention education, inspections and site preplanning.
8. Performs minor repair/cleaning/maintenance of equipment, apparatus, and department facility.
9. Assists in firefighting activity including driving apparatus, pump operations, suppression, containment, ventilation, salvage and overhaul at scene.
10. Performs function other than the above at the discretion of departmental officers.

**Knowledge, Skills and Abilities**

1. Write, read and have the ability to communicate effectively in the English language, use proper grammar, tense, math functions and convey it in written or oral form.
2. Ability to use computers for financial, spreadsheet, presentation and word processing needs of the department.
3. Knowledge of the geography, fire districts, neighboring communities, street addresses and locations, and sites of principal structures within the service area.
4. Knowledge of EMS equipment, supplies, vehicles, and procedures including fire-fighting activities.
5. Strong interpersonal skills to establish and maintain long-term relationships allowing interaction with others associated with the City of Norwalk.
6. Ability to be adaptable to events and surroundings, maintain flexibility and use of common sense in assignments, work and support a team concept in working with local policy.
7. Knowledge of OSHA, and National EMS and firefighting rules and regulations.
8. Ability to acquire a CDL from the Iowa Department of Transportation for the operation of emergency equipment.

### **Mental and Cognitive Environment of the Position**

1. Functions independently and effectively under stress.
2. Communicates tactfully and effectively in all situations with victims, co-workers, supervisors and others as the need may arise.
3. Exercise good judgement quickly and appropriately in emergency and problem situations.
4. Follows orders and established procedures and protocols explicitly.
5. Effectively and tactfully accepts direction and responsibilities and delegates it in a like fashion.

### **Physical Environment of the Position**

Job requires the sufficient capacity and mobility to attend meetings in and out of the office, to respond to calls during all weather elements. Potential exposure to noise, sight limiting events, bloodborne pathogens and other communicable diseases, gases, chemicals and other hazardous materials, be at events where the use of self-contained breathing apparatus is used, work in close quarters or in excavation sites. Activities can include sitting, standing, walking, lifting, carrying, pushing, pulling, climbing, stooping, bending, kneeling, crawling, and reaching. The percentage of time at each activity will not likely be the same each day. Some activities will include lifting more than 50 lbs. Hours could be long, and at odd times. The activity will be dependent upon the response.

Certain requirements of this job may be subject to modifications to reasonable accommodating individuals who are otherwise qualified for this job.

### **Education, Training, Experience, and Special Needs of the Position**

Minimum requirements for the position shall be either a high school diploma or GED equivalent certification; certification by the State of Iowa as a paramedic (National Registry Preference), current ACLS certification (PALS/PHTLS/NRP certification preferred), current CPR certification, successful completion of probationary period (12 months) including attainment of firefighter I certification, paramedic experience and 2 years active firefighting experience.