



## EMT/Firefighter

**Job Title:** EMT/Firefighter

**Department:** Operations

**Reports To:** Career Staff Supervisor (Primary)  
Fire Chief (his/her designee)

**Supervises:** N/A

**FLSA Code:** Career Staff: Non-exempt  
Volunteers: Non-exempt

### JOB SUMMARY

Providing emergency medical care to the sick and injured within the scope of practice defined by the Pennsylvania BLS Protocols along with fire/rescue services as defined in employee handbook and Department 's Policies and Procedures

### REPORTING RELATIONSHIPS

- Reports to Career Staff Supervisor (Primary) and Fire Chief (or his/her designee) as specified in the Chain of Command Policy

### DUTIES & ESSENTIAL JOB FUNCTIONS

- Career EMT/Firefighter:
  - Ensure safe, timely and successful response to dispatches
  - Administer care to patients as defined by PA BLS protocols and Department 's Policies and Procedures
  - Ensure that all required certifications, licenses and registrations are up-to-date and on file with Keystone Valley Fire Department
  - Ensure compliance with applicable regulations and Department 's Policies/Procedures
- Career Staff:
  - All duties and functions contained in the employee handbook and as required by department policies, procedures and standing orders



#### OTHER FUNCTIONS & RESPONSIBILITIES

- Station duties (house cleaning, washing vehicles, etc.)
- Other duties as assigned by Supervisor and/or Fire Chief (or his/her designee)

#### QUALIFICATIONS/ REQUIRED LICENSES/CERTIFICATIONS

- Career Staff:
  - Must have a minimum of either a high school diploma or a GED as evidence of completion of a high school education
  - Must have and maintain current Pennsylvania EMT-B certification or EMT-P license.
  - Valid CPR
  - Firefighter I (PA state essentials minimum)
  - Basic Vehicle Rescue
  - Hazmat Awareness min, Hazmat operations preferred
  - NIMS ICS CLASSES 100,200,700,800

#### REQUIREMENTS

- Career Staff:
  - Must be a minimum of twenty one (21) years of age
  - At least two years of experience in the field of rescue and emergency medical services.
  - At least basic working knowledge of computer applications like MS Office, email, browsers, etc.
  - Must be able to enter data into a computer
  - The position requires significant physical strength and dexterity and the ability to function in very adverse environments with exposure to numerous safety risks typically found at emergency scenes
  - Must be able to comply with all Department 's Bylaws, Policies and Procedures

Resumes should be mailed to:  
Keystone Valley Fire Department  
Attn: Career Staff Supervisor  
329 West First Avenue, Parkesburg 19365

Resumes can also be sent via electronic mail to:  
[mikeedwards86@gmail.com](mailto:mikeedwards86@gmail.com)