

City of South San Francisco  
Human Resources Department

**Paramedic/Firefighter Recruit**  
Job Class Description

**Definition**

Under close supervision, positions within this classification attend the Firefighter Academy and subsequent training, learning duties associated with life and safety service calls, fire codes, fire prevention, and fire suppression. Upon successful completion of the required instruction, the trainee will receive a probationary appointment to Paramedic/Firefighter with the City.

**Distinguishing Characteristics**

This is the trainee level whereby incumbents have been prequalified to attend the Firefighter Academy for the purpose of learning the duties and requirements of a Paramedic/Firefighter. Paramedic/Firefighter Recruit is distinguished from Paramedic/Firefighter in that it is a non-safety trainee level position.

**Typical and Important Duties**

1. Attends an assigned Firefighter Academy, participating in and passing all required classroom training and manipulative exercises and drills.
2. Gains an understanding and awareness of the functions and responsibilities of a Paramedic/Firefighter.
3. Performs a variety of support duties, not requiring an incumbent to be a Paramedic/Firefighter.
4. Successfully completes periodic quizzes and examinations.
5. Satisfactorily completes other training as assigned by the Fire Department prior to being promoted to Paramedic/Firefighter, including but not limited to, maintaining fire station equipment and participating in additional training and drills.
6. Builds and maintains positive working relationships with co-workers, other City employees and the public, using principles of good customer service.
7. Performs related duties and responsibilities as assigned.

**Job Related Qualifications**

*Knowledge of:*

- Goals and objectives of the City of South San Francisco Fire Department.
- Organization and structure of a modern Fire department.
- English usage, spelling and punctuation.
- Principles and practices of customer service.
- Modern office equipment, methods, procedures, and computer hardware and software.

*Ability to:*

- Learn modern methods and procedures as they relate to providing medical service and firefighting duties.

- Learn pertinent federal, state and local laws, codes and regulations.
- Comprehend, remember, interpret and apply written materials of a technical nature.
- Learn to prepare clear and concise reports.
- Deal effectively and patiently with the public.
- Successfully complete academy requirements.
- Take a proactive approach to customer service.
- Follow oral and written instructions.
- Work in a safe manner, following City and department safety practices and procedures.
- Communicate clearly, both orally and in writing, and with others to assimilate, understand and convey information in a manner consistent with the job functions.
- Establish and maintain cooperative working relations with co-workers and those contacted in the course of work.
- Provide care to members of the public and their property with respect.
- Maintain confidentiality regarding sensitive or legally protected information.

*Skill in:*

- Using a personal computer and associated applications.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

*Experience:* No direct experience required. Some work experience as a field paramedic preferred.

*Training:* Equivalent to graduation from high school and successful completion of 6 units of college-level fire science coursework or successful completion of Firefighter I curriculum.

### **Licenses and Certificates**

All licenses and certifications must be maintained as a condition of employment.

1. Possession of, or ability to obtain, an appropriate, valid California Driver's license.
2. Appropriate California driver's license to drive fire apparatus must be obtained within 18 months of employment.
3. Possession of current certification or successful completion of the equivalent of the following:
  - Pediatric Advanced Life Support (PALS) curriculum or Pediatric Education for the Pre-hospital Provider (PEPP) Curriculum.
  - Basic Life Support (BLS) and Advanced Cardiac Life support (ACLS) curriculum.
  - Possession of a current State of California EMT-P license or current National Registry EMT- Paramedic license (must obtain current State of California EMT-P license prior to appointment).
4. Accredited by San Mateo County prior to appointment.
5. May be required to obtain CPR Instructor's Certificate.

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### **Medical and Performance Standards**

Prior to appointment, must pass job related medical, psychological, and physical performance evaluations. May be required after employment to pass periodic medical and physical performance tests and to participate in an on-going physical fitness program.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist; climb ladders, stairs, and scaffolding; lift and carry 100 pounds; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone.

*Work Environment:* Mobility to work in a typical office setting or field environment with exposure to cold, heat, noise, outdoors, vibration, confining spaces, dust, chemicals, explosive materials, mechanical hazards, and electrical hazards.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work on-call, stand-by, and shifts; and work protracted and irregular hours.

*Age:* A minimum of age 21 at the time of the examination.

Approved:	June 22, 2016
Revised Date:	
Former Titles:	
Abolished:	
Bargaining Unit	IAFF
DOT:	No
Physical:	Class 1
Status:	Classified/Nonexempt
EEOC Category:	EF5/EJ4
Job Code:	B135