



26 N. Center Street, Rexburg, ID 83440 • (208) 359-3010

Madison Fire Department Job Description for

FULL-TIME PARAMEDIC/FIREFIGHTER OR EMT/FIREFIGHTER (FIRE GRADE 14 OR 17)

GENERAL PURPOSE

Perform Paramedic/Firefighter or EMT/Firefighter duties as required within Madison County and mutual aid areas.

SUPERVISION RECEIVED

Direction and instruction from the Chief, Deputy Chief, Battalion Chiefs, Captains, Lieutenants, Incident Commander, and/or any other higher-ranking employee.

SUPERVISION EXERCISED

Provide task-specific supervision of fellow employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ✓ Perform emergency medical services
- ✓ Function within department EMS protocols and department SOGs
- ✓ Connect hoses, hook up pumps, hold nozzles, climb ladders and operate specialized equipment
- ✓ Fight fires
- ✓ Provide HazMat response
- ✓ Rescue and/or extricate victims
- ✓ Prepare timely and accurate records and reports
- ✓ Receive on-going classroom and field training at respective EMS license level and in fire services
- ✓ Perform as a driver of ambulances

- ✓ Perform as a driver/operator of fire apparatus

PERIPHERAL DUTIES

- ✓ Adequately perform all other duties assigned in appropriate association to this job
- ✓ Participate in community events and/or meetings
- ✓ Assist in other department administrative activities as assigned
- ✓ Conduct tours of facilities and training for special interest groups
- ✓ Do housekeeping, inventory and equipment maintenance chores at the station, including hose, hydrant and pump testing
- ✓ Perform all other assignments given
- ✓ In addition to fulfilling your scheduled shifts, you are expected and encouraged to cover other full-time employees' absences
- ✓ Although participation in out-of-area deployments is not required or mandatory, your participation is highly encouraged both in deployments as well as shift coverage necessitated by deployments

DAILY DUTIES

The Daily Duties include, but are not limited to, the following: respond to calls for service; take direction from the Shift Supervisor and fulfill duties and responsibilities throughout the shift (both individually and together as a shift); complete truck checks, ambulance checks, equipment checks, and building and equipment maintenance; fulfill training and exercise requirements; work on special projects; clean living areas; complete report writing; and fulfill all other duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- ✓ High school diploma or GED equivalent
- ✓ Maintain NREMT certification as a Paramedic or EMT
- ✓ Maintain State of Idaho Paramedic or EMT license
- ✓ Maintain AHA HCP CPR certification
- ✓ Paramedic: maintain ACLS and PALS certifications
- ✓ Certification at the level of Firefighter I accredited by IFSAC or equivalent
- ✓ Certification at the level of Hazardous Materials Operations accredited by IFSAC or equivalent
- ✓ Certification at the level of NWCG FFT2 (Basic Wildland Firefighter)
- ✓ Certification as a Driver/Operator accredited by IFSAC or equivalent

Necessary Knowledge, Skills and Abilities:

- ✓ *Thorough knowledge of:*
 - EMS prehospital scope of practice and standards of care
 - Fire behavior and characteristics; firefighting techniques, practices and standards
 - Computer operation (general to advanced skill)
- ✓ *Ability to:*
 - Pass applicable physical standards tests and doctor's medical examination

- Follow detailed verbal or written work instructions
- Communicate effectively in verbal and written forms
- Use job-related software applications
- Develop/maintain effective working relationships with fellow employees, supervisors and the public
- Work in dangerous emergency situations
- Perform strenuous physically- and emotionally-demanding labor
- Respond to department alarms as needed
- Work a standard 48/96 shift
- ✓ *Skill in operation of the listed tools and equipment*

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- ✓ Experience as a Paid Call employee of this entity
- ✓ BTLS certification
- ✓ PHTLS certification
- ✓ Additional education, certification, supervision or degree in EMS or Fire Science
- ✓ Certification at the level of Firefighter II accredited by IFSAC or equivalent
- ✓ Hazardous Materials certification above the Operations level
- ✓ Certification at the level of NWCG FFT1 (Advanced Wildland Firefighter)
- ✓ National Fire Cause and Determination Certification (Arson Investigation)
- ✓ Instructor level certifications
- ✓ Certifications in: High Angle Rescue, Trench Rescue, Confined Space Rescue, Open Water Rescue, Swift Water Rescue, Urban Search and Rescue, Mechanics
- ✓ Familiarity with the department response area
- ✓ Multilingual

SPECIAL REQUIREMENTS

- ✓ Must live within a 20-minute drive time of one of our stations (Rexburg, Archer or Sugar City)
- ✓ Maintain a valid Idaho Driver's License
- ✓ No felony convictions or disqualifying criminal histories within the past seven years
- ✓ To become licensed as a Critical Care Paramedic in a timeline as determined by Chief Officers (generally to begin within one year of becoming credentialed as a paramedic, and complete certification and credentialing in a reasonable amount of time, generally within six to 12 months of beginning)
- ✓ Must be able to read, write and speak the English language
- ✓ Must meet insurability requirements of department insurance carrier

TOOLS AND EQUIPMENT USED

Vehicle, radio, pager, computer, calculator, telephone, department apparatus, fire suppression tools and equipment, and miscellaneous EMS equipment

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that are encountered or must be met by any employee 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 duties of this job, the employee is frequently required to stand, sit, walk, talk, hear, and smell or taste; use hands and fingers to handle and operate objects, tools and controls. The employee is frequently required to reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl and lift and/or move up to 175 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

Work is performed primarily in office, vehicle and outdoor settings; in all weather conditions, including temperature extremes; during day and night shifts. Work is often performed in emergency and stressful situations. The employee is exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. 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, radiation, risk of electrical shock and vibration.

The noise level in the work environment is usually quiet in office settings, moderate during daily work routine, and loud at an emergency scene.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

All department employees work in a drug- and tobacco-free environment.

Enacted by: Corey R. Child Chief	Date Enacted: October 2026 (supersedes all other job descriptions to this date)
---	--

Employee Name

Signature

Date