



## Human Resources Department

Melissa Futrell, Director  
153 Courthouse Road, Suite 103  
252-232-3228 Ext 4026  
FAX: 252-232-2141

### RECRUITMENT ANNOUNCEMENT

**POSITION:** \*Firefighter EMT-Basic Grade 66

**BEGINNING SALARY:** Step 3 = \$44,561.28, Step 4 = \$45,452.51 (6 months) and Step 5= \$46,361.56 (1 year).

**\*Note for all Positions:** Step increases will be given to employees whose employment is satisfactory at 6 months and 12 months anniversary dates.

**LOCATION OF POSITIONS:** Corolla or Knotts Island Fire District, Corolla or Knotts Island, North Carolina.

**MINIMUM EDUCATION AND EXPERIENCE:** High school diploma or equivalent with vocational or technical school training as an Emergency Medical Technician- Basic and firefighter. Firefighter II or equivalent required. Fire Apparatus Operator Certification or equivalent preferred. Any equivalent combination of training and experience which provides the required skills for the job functions, knowledge and abilities may be substituted; and credentialed by the North Carolina Office of Emergency Medical Services as an Emergency Medical Technician-Basic as outlined in 10A NCAC 13P .0502 or ability to obtain reciprocity. One year or more of Fire-EMS experience preferred. Firefighter Basic EMTs are required to have Basic Life Support Provider Healthcare Provider (CPR).

**JOB DESCRIPTION:** Under general supervision, performs skilled and technical work in operating an approved Fire Apparatus and Emergency Medical Service unit for the County Fire-Emergency Medical Services Department, rescuing victims and administering emergency medical care to patients on site and while in route to hospitals. Work involves responding to calls for all emergencies at the scene of emergency and non-emergency calls, applying necessary medical treatment to sick or injured persons, and transporting persons to a medical facility. Performs in accordance with established emergency medical procedures and protocols approved by the local medical director at the NC credentialed level and must exercise considerable independent judgment to assess conditions of patients and administer appropriate medical treatment. Work is subject to both inside and outside environmental conditions, extremes in temperatures, noise, vibrations, exposure to fumes, odors, dusts, mists, gases, poor ventilation, and oils. Due to the nature of the work, employee is exposed to human blood and is subject to the OSHA requirements on blood borne pathogens. Participates in firefighting activities to include driving fire apparatus, operating fire department equipment, fighting fires and patient extrications. Assists volunteer fire departments. Must have the ability to work in Immediate Dangers to Life and Health (IDLH) environment for thirty minutes wearing approved firefighting PPE. Work is performed under the supervision of a Company Officer and is evaluated through peer review/quality management, observation, and public feedback and performance evaluation. **NOTE:** All positions have a physical demand requirement for Very Heavy Work. Must be able to exert in excess of 100 lbs. of force occasionally, and/or up to 75 lbs. of force frequently and or 20 lbs. of force constantly to move objects. Must be physically able to operate a variety of machinery and equipment, including stretchers, stair chairs, backboards, ladders, various fire hoses, and extrication equipment. Must be physically able to operate a motor vehicle, including fire apparatus and other emergency vehicles. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures.

**SPECIAL REQUIREMENTS:** Must possess valid motor vehicle operator license; Emergency vehicle operator certification or CEVO. Maintain the privilege to practice within the Currituck County Fire EMS system; Successfully pass the Technical Scope of Practice evaluation at the level in which they operate. Completes required hours of Fire and EMS continuing education per year, Hazardous Material Awareness and Terrorism – Level I. Successfully complete Incident Command System–100, 200 and the National Incident Management System–700 and 800. Completion of bloodborne pathogens and HIPAA compliance training. Employment drug test and criminal background check required of finalist applicant(s). Must also pass a National Fire Protection Associate (NFPA) 1582 physical as conditional offer of employment. North Carolina residents must obtain DMV Class B Operator's license within one year of employment.

**RECRUITMENT PERIOD:** September 6, 2022 until filled

**HOW TO APPLY:** Currituck County online application which may be accessed at <https://co.currituck.nc.us/employment-opportunities>. Submit application with a copy of your driver's license, as well as copies of the required medical certifications and trainings. Out-of-State residents, excluding Virginia residents, must provide a current driving check with the application in order to be considered.

**FOR MORE INFORMATION:** Currituck County Human Resources Office or North Carolina Department of Commerce  
153 Courthouse Road 111 Jordan Plaza  
Currituck, North Carolina 27929 Elizabeth City, North Carolina 27909  
[www.currituckgovernment.com](http://www.currituckgovernment.com) Job Referral #11943755 NC

**An Equal Opportunity/Affirmative Action Employer**



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: FIREFIGHTER EMT BASIC**

#### **DEPARTMENT OF FIRE-EMERGENCY MEDICAL SERVICES Operations Division**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs skilled and technical work in operating an approved Fire apparatus and Emergency Medical Service unit for the County Fire-Emergency Medical Services Division, rescuing victims and administering emergency medical care to patients on site and while in route to hospitals. Work involves responding to the scene of emergency and non-emergency calls, applying necessary medical treatment to sick or injured persons, and transporting persons to a medical facility. Performs in accordance with established emergency medical procedures and protocols approved by the local medical director at the NC EMT-Basic and must exercise considerable independent judgment to assess conditions of patients and administer appropriate medical treatment. Work is subject to both inside and outside environmental conditions, extremes in temperatures, noise, vibrations, exposure to fumes, odors, dusts, mists, gases, poor ventilation, and oils. Due to the nature of the work, employee is exposed to human blood and is subject to the OSHA requirements on blood borne pathogens. Participates in firefighting activities to include driving fire apparatus, operating fire department equipment, fighting fires and patient extrications. Work is performed under the supervision of an EMT-Paramedic and/or their direct supervisor and is evaluated through peer review/quality management, observation, public feedback and performance evaluation. Reports to the Company Officer.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Responds to calls for all emergencies including motor vehicle collisions, rescue operations, and any other incident where Fire and/or EMS has been requested. Provides pre-hospital care at the EMT-Basic level as approved by the North Carolina Medical Board and the Currituck County EMS Medical Director; communicates with hospital and/or health care professionals in person or by radio; completes required reports. Restocks supplies and maintains emergency vehicles and equipment in proper working conditions.

Conduct and participate in drills and training exercises; develop skills in fire suppression, complete required hours of fire department training. Participates in a continuous training program to improve competence in medical clinical work and in ambulance service and operation; maintains knowledge of new or modified operational protocols; complete required hours of EMS continuing education training.

In a fire emergency, assists the volunteer fire departments, performing basic firefighting duties and responsibilities within permissible limits; drive and operate fire apparatus with specific ability to respond a pumper or tanker to the scene of an incident and obtain water flow, perform exterior (and interior if qualified as determined by Fire/EMS Chief) fire ground operations; assist firefighters in the handling of fire hoses, ladders, SCBA equipment, manpower rehabilitation, and other vital equipment and functions; assists with the extrication and removal of entrapped or confined patients.

Prepare, submit, and maintain reports on emergency medical services activities, fire suppression activities, incidents and accidents, and other related information; prepare clear and concise documentation; obtaining medical data including patient identification, medical history, type of accident or nature of illness, rescue

measures, preceding emergency care, care given at an emergency medical scene; direct patient care and transport.

Operate, inspect, inventory, and maintain emergency response equipment and vehicles; perform minor repairs on equipment and vehicles or report deficiencies to proper staff for other disposition; order necessary supplies; clean and maintain patient compartment and cabinets of emergency vehicles; ensures proper supplies and equipment are stocked and functions properly.

Perform general maintenance and cleaning of station; sweep and mop floors, light dusting, and clean windows; cleaning of restrooms and bathrooms, keeping bunkrooms neat with beds made in a neat and clean manner; changing sheets and pillow cases after each use, laundry as necessary.

Work with the community in a variety of educational, public relations, and service programs; fire prevention, safety awareness, community CPR training, and public school activities for EMS standby, building inspections, pre-fire planning and fire hydrant maintenance.

Works with volunteer system to obtain cooperation during emergencies and non-emergency situations.

Performs emergency activities to control and extinguish fires in order to save lives and minimize property damage.

Participates in Quality Assurance Program.

### **JOB RESPONSIBILITIES RELATED TO HIPAA COMPLIANCE**

Is expected to protect the privacy and security of all protected health information (PHI) and electronic PHI (e-PHI) in accordance with Department privacy and security policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Department's policies and procedures regarding the privacy and security of PHI and e-PHI may result in disciplinary action up to and including termination of employment.

May access PHI and e-PHI only to the extent that is necessary to complete job duties and may only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or other company operations.

Is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Department's policies and procedures on patient privacy or security and any observed practices in violation of those policies to the designated Privacy/Information Security Officer.

Is expected to actively participate in Department privacy and security training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with Department policy.

### **ADDITIONAL JOB FUNCTIONS**

Functions as essential personnel, performs duties as assigned by the County Manager, or their designee during a State of Emergency or other disaster.

Work with the Fire-EMS and fire department volunteers to enhance the overall operation and function of the department, local volunteer fire departments, and other county entities.

Performs other related work as required.

## **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent with vocational or technical school training as an Emergency Medical Technician and firefighter. Any equivalent combination of training and experience which provides the required skills for the job functions, knowledge and abilities may be substituted; and

Credentialed by the North Carolina Office of Emergency Medical Services as an Emergency Medical Technician as outlined in 10A NCAC 13P .0502; Firefighter II certification or equivalent required.

Basic Life Support, Healthcare Provider (CPR), or equivalent.

## **SPECIAL REQUIREMENTS**

Must have valid driver's operator's license. North Carolina residents must obtain DMV Class B Operator's license within one year of employment.

Successfully pass the Technical Scope of Practice evaluation, valid Basic Life Support, Healthcare Provider (CPR) certification, required hours of continuing education.

Must pass a National Fire Protection Association (NFPA) 1582 physical as conditional offer of employment.

Emergency vehicle operator certification, or equivalent.

Fire apparatus operator certification or equivalent preferred.

Hazardous Material Awareness and Terrorism – Level I

Successfully complete Incident Command System–100, 200 and the National Incident Management System–700 and 800

Completion of Blood borne Pathogens and HIPAA compliance training, and participates in an annual refresher.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including stretchers, stair chairs, backboards, ladders, various fire hoses, and extrication equipment. Must be physically able to operate a motor vehicle, including fire apparatus and other emergency vehicles. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 20 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Must be able to work in confined spaces. Physical demand requirements are for Very Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, logs, etc. Requires the ability to prepare a variety of reports, forms, logs, invoices, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including medical terminology and emergency response codes.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in lifting and positioning or transporting objects, and operating motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as control knobs, toggle switches, syringe plungers, levers, hand tools, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, and in emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of the Currituck County emergency medical policies, procedures, and treatment protocols.

Working knowledge of firefighting techniques and practices.

Ability to work in Immediate Dangers to Life and Health (IDLH) environment for thirty minutes wearing approved firefighting Personal Protective Equipment (PPE) to include breathing apparatus.

Working knowledge of equipment and supplies employed in the emergency care of patients and emergency scenes.

Working knowledge of County geography and of the location of roads and streets within the County, including location of frequently utilized medical facilities and landing zones.

Working knowledge of procedures of extrication, movement of patients, rescue techniques, transportation and psychological needs of a patient.

Working knowledge of radio communications equipment.

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight in accordance with OSHA guidelines.

Ability to understand and follow oral and written instructions.

Ability to deal tactfully, courteously and firmly with the general public.

Ability to establish and maintain effective working relationships with coworkers as necessitated by work assignment.

ED: 09/07/2021 (REV BOC)