



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

EMERGENCY SERVICES ACADEMY TRAINEE

DAWSON COUNTY EMERGENCY SERVICES

Full-Time/Hourly/Non-Exempt

JOB SUMMARY

The E.S. Academy Trainee program is used to prepare incumbents for performing public safety work involving the protection of life and property and the delivery of Dawson County Emergency Services programs. Preparation involves training in Emergency Medical Services (EMS), fire suppression, and emergency and nonemergency incident response. An E.S. Academy Trainee must demonstrate the ability to use fire suppression and emergency medical services skills in accordance with the State of Georgia and National Registry standards. The Trainee position is also responsible for performing other related duties as required.

ESSENTIAL DUTIES

For all Trainees after the Academy:

- Respond to all emergency calls for life threatening situations; perform search and rescue; implements all actions necessary to save lives and property.
- Assists in maintaining scene to correct life-threatening situations and/or extricate patients.
- Participates in continuing study, training, and drill activity to achieve Certification and to maintain required skills to assure adequate health and physical strength.
- Keeps station grounds clean and neat; cuts grass, paints where needed, washes and scrubs floors, etc.
- Attends training classes to gain familiarity with geography of the area; learns roads and alternative routes to populated areas; learns fire hydrant locations.
- May drive a Medical Unit or Rescue Vehicle.
- Performs other related duties as required.
- Respond to any or all emergency calls for fire suppression and search and rescue as first-line firefighters.
- Maintains, fire equipment and apparatus; assures all equipment is functioning properly; reports any equipment malfunction or missing supplies immediately to the Officer in Charge.
- May assist with public relations duties, and assist with instruction for various groups on fire safety and prevention techniques; learns how to deal with public and present effective programs.
- Assists with emergency medical treatment and patient care
- Conducts triage of multiple injury accidents, determines severity of injuries, immobilizes patients, provides emergency medical treatment and medication, transports patients, and relinquishes care to emergency room staff.

- Maintains basic and advanced life-support equipment, fire equipment and apparatus; assures all equipment is functioning properly; checks medical supply inventory each morning; reports any equipment malfunction or missing supplies immediately to the Officer in Charge.
- Assist with public relations duties, and assist with instruction for various groups on emergency medical treatment techniques; learns how to deal with public and present effective programs.
- Assist Paramedics with advanced skills, including intubation, preparing drugs to be administered through I.V. or I.M., and setting up monitors and oxygen for patients.

KNOWLEDGE / SKILLS / ABILITY

ABILITY TO LEARN:

- National Incident Management System / ICS (Incident Command System)
- Local geography, streets and hospitals
- Firefighting principles and techniques
- Symptoms of illnesses and traumatic injuries
- Operating tools and equipment such as breathing apparatus, chainsaws, extrication devices, generators, oxygen tanks, radio and other various hand tools
- Operating tools and equipment such as fire hoses and nozzles
- Operation of ambulance and fire apparatus
- Performing emergency medical treatment and life support procedures
- Operating such tools and equipment as cardiac monitor and intravenous setups

ABILITY TO:

- Perform strenuous work under adverse conditions for a sustained period of time, including the ability to react quickly and calmly in emergency situations.
- Communicate clearly and effectively, both orally and in writing, including computers
- Follow directions

CONTACTS

- Contacts are typically co-workers, other departmental employees, other emergency response agencies, medical facilities staff, and the general public.
- Contacts are typically to exchange information and provide services.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to perform skilled emergency work in the protection of life and property from fire and other hazards; emergency rescue; training; equipment checks, tests and maintenance; and building and grounds service and maintenance. The position may also require the following: public fire education and information, and the treatment of emergency medical problems.

Physical Ability: Must be physically able to operate a variety of machines, tools and equipment which includes a motor vehicle, computer, generator, fire pump, fire hydrant, axe, shovel, hydraulic tools, power tools, hand tools, medical equipment, etc. This position requires: walking extended distances (+ or - one mile), standing, climbing stairs, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to use body members to work, move or carry objects or materials; must be able to exert in excess of two hundred pounds of force occasionally, and/or in excess of fifty pounds of force frequently and for sustained periods. Physical demand requirements are at levels of those for very heavy work.

Environmental Factors: Essential functions are regularly performed with exposure to adverse environmental conditions including inclement weather. Duties may involve exposure to substances (chemicals and gases) requiring special precautions including protective clothing. The work environment routinely involves imminent danger from conditions or events which cannot be fully anticipated or protected against, and which exposes the incumbent to life threatening situations.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The employee works under the general and technical supervision of a Fire Captain; reports to Fire Department Chain of Command including but not limited to Fire Lieutenant, Fire Captain, Battalion Chief, and Chief Staff.

MINIMUM QUALIFICATIONS / CERTIFICATIONS

Required for all Trainees:

- High School Diploma or G.E.D.
- Valid Georgia Driver's License
- Must have or obtain Class E or F Georgia Driver's License within 1 year of start date.
- Must maintain a satisfactory Motor Vehicle Record (MVR).
- Applicant must pass a background check and drug screening.
- Must meet all in-house testing requirements.

The duties listed above are intended only as illustrations of the various types of work that may be 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____.