



Town of Otisfield

403 State Route 121 Otisfield, ME 04270 - 6274
Phone: 207.539.2664 Fax: 207.539.2246

First Responder

Nature of Work:

The First Responder answers emergency calls to provide efficient and immediate care to ill and injured patients. The First Responder must be licensed by the State of Maine. The First Responder responds to emergency medical calls in coordination with the designated emergency medical services contracted by the Town. Response involves assessing a scene for safety, making medical or trauma assessments, providing emergency care appropriate to the provider's scope of practice and managing medical and rescue equipment including the rescue vehicles. The First Responder must maintain appropriate driving and emergency medical licenses and certificates. Effective communication, recording and reporting skills are required. Good judgment and critical thinking skills are essential.

The First Responder is a member of the Otisfield Fire Department and reports to the Emergency Medical Services (EMS) Chief.

Essential Duties and Responsibilities:

Responsibilities include but are not limited to:

- Responding to emergency medical calls when dispatched along with the designated emergency paramedic service.
- Driving Otisfield Fire Department's (OFD) Rescue Squad or personal vehicle with all required equipment to the scene where dispatched, parking in a safe location and responding to the patient(s).
- Using all appropriate personal protective equipment to avoid injury or contamination.
- Following all radio protocols for communication with dispatch center.
- Assessing the scene for safety, number of patients, mechanism of injury or illness, and requesting additional help if needed.
- Determining the nature and extent of injury or illness and establishing priority in the care of the patient(s).
- Performing assessment on the patient(s) and providing emergency care as indicated in accordance with State of Maine Emergency Medical Services (EMS) protocols.
- Assessing patient(s) and using prescribed techniques and equipment to safely remove patient(s) from an unsafe area: May require lifting and carrying over 100 pounds.
- Communicating as soon as possible with the transporting service personnel about patient's condition, history and treatment.
- Completing all reports in a timely manner, including the Maine EMS Electronic Run report, OFD Incident Report, and vehicle specific forms.

- Cleaning and restocking all equipment used during the response using proper disinfecting procedures.
- Notifying the EMS Chief of any equipment that is broken, defective, or in need of reordering.
- Participating in Department truck checks, staying familiar with equipment used, and participating in general maintenance of equipment.
- Meeting all requirements for maintaining licensure, including continuing education requirements.

Requirements of Work:

- Ability to function quickly, using critical thinking skills, in stressful situations.
- Knowledge of and ability to apply body substance isolation procedures.
- Knowledge of and ability to function within the scope of practice as defined by Maine State protocols and comply with Department Standard Operating Guidelines (SOGs).
- Ability to communicate effectively and courteously with all people at all times.
- Ability to operate computer to submit Maine EMS Electronic Run Report.
- Ability to exercise discretion, tact and diplomacy at all times.
- Commitment to protect the confidentiality of the citizenry.

Training and Experience Required:

- Must be licensed by State of Maine as an Emergency Medical Technician (EMT) Basic level at minimum to provide medical care to patient.
- Must be certified with Ambulance Vehicle Operation Certification (AVOC) and Emergency Vehicle Operation Certification (EVOC) to operate department vehicles.

Necessary Special Requirements:

- Must be able to safely and legally operate vehicles used to respond to scene.
- Must be able to effectively operate all equipment used to evaluate and treat patient(s) within the license level and scope of practice.
- Must be able to operate portable and/or mobile radio using department radio protocol.
- Must be able to use proper lifting techniques to lift heavy equipment and/or move patients.
- Must be able to perform in safe and efficient manner under extreme conditions, to include but not limited to, inclement weather, biological, chemical and physical hazards.
- Must be able to operate safely when sleep interrupted.
- Must be at least 18 years of age.
- Must be authorized to work in the United States.
- Must have a valid driver's license.

ADOPTED: November 6, 2013

TAFT 12.04.13