



## JOB DESCRIPTION

<b>POSITION TITLE:</b>	<b>Paramedic (CEP)</b>
<b>TYPE:</b>	Appointment
<b>REPORTS TO:</b>	Fire Captain, EMS Chief or another District Supervisor as assigned
<b>FLSA STATUS:</b>	Non-exempt
<b>CLASSIFICATION:</b>	Civilian (Non-Sworn) – Safety Sensitive Position
<b>WORK SCHEDULE:</b>	Full or Part-Time as Assigned (Typically a 24 or 96-hour shift schedule, subject to administrative assignment on a 40-hour work week) or Reserve (no guaranteed hours; provides backfill as needed)

### **GENERAL SUMMARY:**

The Paramedic - (CEP) position is a non-sworn/non-fire suppression position. All Paramedic personnel are required to complete an orientation/training program that will consist of but is not limited to, EMS operations, EMS transportation, EMS skills, physical fitness, and other related subjects. Responds to alarms and protect life by performing emergency medicine and other duties as assigned. Maintains emergency medical equipment, apparatus, and facilities. Upholds District mission and values.

### **SUPERVISION RECEIVED:**

Works under the general supervision of a Fire Captain, EMS Chief or other District Supervisor as assigned.

### **SUPERVISION EXERCISED:**

No formal supervision. Serves as lead/functional supervisor for EMT on medical scenes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include, but are not limited to, the following.

- Responds to emergency calls and public service calls as dispatched within District coverage areas and on mutual/auto aid assignments.
- Provides Advanced Life Support (ALS) and first aid treatment in accordance with Arizona laws, Arizona Department of Health Services rules and regulations, District policies, regional protocols, and base hospital directions.
- Drives or attends to patients within departmental ambulance or rescue transport vehicles as required.
- Safely drives/operates apparatus and related equipment.
- Always maintain patient and employee safety.

- Proper use of various equipment including setting up, operating/administering, and monitoring various medical equipment, including but not limited to cardiac monitors, intravenous solutions (IVs), and defibrillators.
- Protect the privacy and security of all protected health information (PHI) as required by HIPAA, and in accordance with general principles of professionalism as a health care provider.
- Performs medication administration, cardiopulmonary resuscitation (CPR), endotracheal intubation, and other advanced airway procedures, applying splints, backboards, cervical collars, and other stabilizing measures
- Write reports accurately and in a timely manner, documenting incident data, patient assessment, patient treatment, including but not limited to completing patient care reporting and transportation documentation.
- Completes data entry into the district computer system, documenting individual and crew activities, and maintaining appropriate files, as assigned.
- Provides basic Emergency Medical Services (EMS) patient care, interacting with patients and taking their vital signs; setting up and monitoring medical equipment including cardiac monitors and intravenous solutions (IVs) and communicating findings/alerts to EMS partners; examines and communicates physical assessment findings to EMS partners and base hospital physicians involved in patient care.
- Operate radios and other communication equipment which involves using mobile computers, electronic patient care reporting software, and mobile radios in accordance with District policies and procedures.
- Perform general maintenance work in the upkeep of fire/EMS facilities and equipment.
- Performs inventory and maintains minimum inventory/stock of medical equipment and supplies.
- Participates in medical training programs, community service and education, and other related programs.
- Interacts with, supports, and assists District employees as directed within the chain-of-command.
- Participates in District physical fitness programs.
- Participates in District accident/incident prevention programs.
- Communicates clearly, both verbally and in writing, on District maintenance forms and interdepartmental memorandums and in all settings and formats as required.
- Maintains accurate files, records and enters required information into computer asset control and inventory systems; prepares and submits reports in a timely manner; responsible for the proper flow of assigned records and paperwork; with all section related record keeping requirements.
- Maintains required certifications and meets continuing education requirements, keeps abreast of changes in requirements, which affect the division or District; attends training, seminars and schools required by the district.
- Performs job duties adequately and properly in a timely manner; follows personnel and District policies and operating procedures; shows respect, tact, and courtesy in dealings with coworkers, other agencies, associates, and the general public; behaves in a manner that does not obstruct or hinder other personnel from completing their duties; acts in a manner that is safe and follows the District's safety procedures at all times.
- Exercises good judgment and initiative in combining a broad scope of professional knowledge and analytical judgments so effective decisions are made in assigned areas; and completes assignments without detailed instruction or guidance.

- Performs general maintenance work in the upkeep of fire and emergency medical equipment, apparatus, and facilities.
- Presents programs to the public on safety and emergency medicine topics.
- Maintains positive working relationships with coworkers, supervisors, members of the public and neighboring agencies.

**PERIPHERAL DUTIES**

- Assists in training new employees.
- Supports firefighting crews in performing non-firefighting fire ground-related duties (i.e. rehabilitation sector, medical assistance, etc.).
- Serves on various committees.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- 18 years of age or older
- High school diploma or G.E.D. equivalent
- Possess and maintain a current Arizona State Emergency Medical Care Technician
  - Paramedic Certification.
- Valid Arizona Driver's License
- Speak, read, and write the English language
- Meet PFD physical standards
- Meet insurability requirements of the district's insurance carrier

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- **Thorough Knowledge of:**
  - Arizona laws and AZDHS rules and regulations, medical protocols and algorithms.
  - EMS equipment and the proper use and maintenance.
  - Applicable regulations, procedures, policies, and Authority services.
  - Emergency scene operations and incident command structure.
- **Working knowledge of:**
  - Computer usage and data entry.
  - Training techniques.
  - English language, spelling, and grammar.
  - Business letter writing and report preparation.
  - District geography, streets.
- **Ability to:**
  - Provide effective and appropriate ALS patient care.
  - Communicate appropriately and professionally with patients, staff, and partners.
  - Successfully complete initial orientation/training program.
  - Competently deliver medical services to all customers of the district. Demonstrate mechanical aptitude and ability, as required, in the operation of medical equipment.
  - Perform heavy lifting and maneuvering.
  - Successfully complete all training and testing required by District policies and procedures.

- Establish and maintain effective working relationships with fellow employees and members of the public
- Communicate effectively verbally and in writing.
- Organize and prioritize tasks.
- Follow projects through completion.
- Effectively apply standard EMS and medical techniques.
- Effectively function within the Incident Command Structure.
- Follow verbal and written directives.
- Write clearly and concisely.
- Work with various supervisors and personnel.
- Work under pressure and/or frequent interruptions.
- Maintain files and records.
- Maintain the confidentiality of reports and other sensitive information.
- Meet Special Requirements as listed.

**Preferred Qualifications:**

- A program of study at an accredited college or university with coursework in Fire Science, EMS, Fire Administration, Business Administration, or related program is helpful and desirable.

**PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by all personnel to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions.

While performing the duties of this job, personnel are frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. Personnel are frequently required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

Personnel must frequently lift and/or move up to 50 pounds and occasionally 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 ENVIRONMENT**

The work environment characteristics described here are representative of those personnel encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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. Individual is exposed to sirens and hazards associated with responding to all types of emergency incidents and rendering emergency medical assistance, including infectious substances, smoke noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils. Personnel occasionally work near moving mechanical parts and in high, precarious places and are 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 moderate, except during certain emergency response or EMS/medical activities when noise levels may be loud.

Work is performed in an office, vehicle or outdoor setting in all weather conditions, including temperature extremes at all times of day and night. Work is often performed in emergency and stressful situations.

Personnel are frequently required to stand, sit, walk, talk, hear, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms. Personnel are frequently required to climb or balance, stoop, kneel, crouch, crawl, and smell. Personnel must be able to frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

**EXPECTED BEHAVIOR**

Staff – Expected Behavior

The incumbent is expected to embrace, support, and promote the district's values, beliefs, and culture, which include but are not limited to the following:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers

*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 district and employee and is subject to change by the district as the needs of the District and requirements of the job change.*