

# Platteville-Gilcrest Fire Protection District

## Job Description

<b>Job Title:</b>	Paramedic/Paramedic & Training Officer
<b>Job Status:</b>	Career
<b>FLSA Classification:</b>	Non-Exempt
<b>Reports To:</b>	Battalion Chief
<b>Division Assignment:</b>	Operations
<b>Effective Date:</b>	November 16, 2018
<b>Salary Range:</b>	\$58,000 - \$92,000 DOE

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The following job description is established by the Fire Chief of Platteville-Gilcrest Fire Protection District. This description outlines but is not limited to the basic duties and responsibilities of the above captioned position. This position is a full-time position and has been determined not to be exempt from the minimum wage and overtime requirements of the Fair Labor Standards Act working a 48-hour fire shift assignment.

### Position Summary:

Under the general supervision of the Company Officer, Paramedic will respond as part of a fire-based system in both high and low acuity medical emergencies using a variety of medical skills and emergency techniques and equipment. Provide punctual response to each call and demonstrate strong problem-solving skills on the scene. Prepare necessary reports as required, maintains emergency vehicle inventory of medical supplies, conditions of ambulance and station. Acts as lead person on ambulance unit, assist and/or instruct other employees with their duties. Paramedic will respond as part of a fire response team to emergency calls to perform medical care and transport services in addition to fire ground support for ground cover fires, structure fires, and hazardous material incidents. Paramedics will NOT be part of interior fire attack teams nor need to carry any firefighter certifications but may be asked to assist in an auxiliary role such as laying hose lines, connecting hose to hydrant, along with other assigned exterior fire ground tasks. Attend training classes to maintain and improve skills necessary to work in a fire-based EMS system. Additionally, assist the public with non-emergency requests or complaints, emergency medical education, community service and public education.

### Requirements:

1. Must be a United States citizen or proof of eligibility to work in United States.
2. Have 3 years paid paramedic experience in a 9-1-1- system
3. Have a high school diploma or equivalent
4. Must be a minimum of twenty-one (21) years of age
5. Must possess a Colorado Driver's License or obtain one within 30 days or hire.
6. Must possess Colorado state paramedic certification

7. Must possess ACLS, PALS, and BLS/CPR certification by date of hire.
8. Must possess ICS-100, ICS-200 by date of hire.
9. Must pass physical agility, written test and medical scenario during testing process
10. Must pass a drug screen and criminal/driving history background check.

**PREFERRED OR OBTAIN WITHIN 1 YEAR OF HIRE:**

1. NREMT-Paramedic
2. PHTLS or ITLS
3. State of Colorado Driver/Operator Certification
4. S130/190

**Duties and Responsibilities:**

1. Respond as part of a fire-based team to medical alarms and other emergencies/non-emergencies to include fire response, traffic collisions, hazardous materials, rescue, public assists etc. and performs appropriate emergency medical service and fire ground support. Maintain radio communication with dispatch, local hospitals for medical consultation, and other response units.
2. Perform patient assessment and management of illness or injury to emergency patients. Provide direct paramedic and comprehensive patient care as required while on an emergency medical scene and during transport until patient care is transferred to someone of equal or higher medical certification.
3. Complete patient care information and required documentation following established procedures.
4. Keep assigned equipment and medications in a constant state of readiness. Perform a thorough, daily inspection of the ambulance to which assigned; notify station officer of any condition requiring repair or maintenance; insure the inventory of supplies and equipment is complete; assure that ambulance, equipment, and records are maintained and in good order. Perform any necessary maintenance and repair. Maintain records and submits reports as required.
5. Participate in peer EMS Quality Assurance/Quality Improvement for all EMS related functions including documentation and billing.
6. Perform tasks on fire ground consistent with training in non-immediate danger which may include, laying hose lines, operating nozzle, connecting to hydrants, establishing rehab station, managing staging area, managing traffic, assisting command, utilizing fire extinguishers and hand tools, and performing other actions to assist fire ground operations as assigned.
7. Take proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Responsible for safety of self, others, materials, and equipment.
8. Develop and conduct District training sessions on topics related to the employee's job functions. Participate in public education programs in schools, civic groups, and other locations as requested.
9. Perform housekeeping and maintenance duties at the station and grounds as assigned. Clean and service all fire district equipment as assigned.
10. Understand, follow and support established District policies, procedures, standards, guidelines and objectives; continuous quality improvement objectives, and safety, environmental, and/or infection control standards.

11. Operate ambulance or other apparatus as assigned with due regard for crew, patient and public safety. Follow all motor vehicle laws for the state of Colorado in both emergent and non-emergent situations.
12. Functions as an integral component of a team.
13. Must be prepared to report/remain at work during major emergencies, disasters, and some large emergency exercises with little or no notice.
14. Participate in daily physical training and maintains acceptable fitness standards.
15. Maintain current required certifications.
16. Perform related duties as assigned.
17. Must be able to provide direction and give instructions as appropriate.
18. Must be physically and mentally fit to meet the demands of the position. A minimum qualification standard is unrestrictive mobility. May not have any physical condition which would impair job performance.
19. Must have appropriate oral and written communication skills.
20. Must have knowledge of surrounding resources and auto and mutual aid agreements.
21. Have a working knowledge of EMS apparatus and equipment to include the operation, care and light maintenance.
22. Have the ability to plan, assist, direct, supervise and review the operations as requested.
23. Have an understanding of the Incident Command System and appropriate safety practices.
24. Support and follow the Fire District's "Creed" and hold members accountable to the Creed.
25. Maintain all required certifications and licenses for the position.
26. Participate in assigned project work.
27. Promote by example and word; safety in all activities, and a positive work atmosphere as well as show competency in emergency activities.
28. Other duties as assigned.

### **Distinguishing Characteristics:**

1. Desire to improve the quality of the District's service to the community.
2. Desire to improve and mentor the District's membership; both in performance, and experience gained as a member of the District.
3. Excellent leadership skills - good interpersonal abilities, ability to direct personnel to perform professionally on incidents, accomplish training goals, hold members accountable, utilizing discipline when necessary, manage customer concerns and issues.
4. Demonstrate skills in development, morale maintenance, public relations (internal & external), and incident and resource management.
5. Ability to improve District's capabilities either through improved service levels and/or decreased customer costs.
6. Ability to continually evaluate services provided and present sound improvement strategies to the EMS Chief.
7. Ability to manage multiple tasks/assignments.

## **Physical Demands:**

1. Ability to perform all essential job tasks as defined in job description
2. The physical demands and work environment described here are representative of those that must be met by an 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.
3. While performing the duties of this job, the employee regularly works in outside weather conditions, including temperature extremes (heat, sun exposure, rain, snow, sleet, and freezing temperatures, etc.) during day and night shifts.
4. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with rendering emergency medical assistance, being around fire ground operations to include smoke, electrical energy, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. (such as hydrogen cyanide, acids, carbon monoxide, carcinogenic dusts or organic solvents either through inhalants or skin contact)
5. Strenuous physical activity under extreme adverse conditions will be required periodically.
6. The employee may be required to push, pull, lift, and/or carry 20 pounds frequently and up to 100 pounds on occasion.
7. This position requires standing, running, walking, sitting, kneeling, stooping, twisting, bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, balancing, climbing, pinching, gripping, digging, spraying, reaching overhead, reaching away from the body and repetitive motion.
8. Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
9. This position requires work in a variety of locations and conditions, including but not limited to, the fire station and other similar work areas as well as emergency scenes of every type.
10. Must be able to operate in environments of high noise, poor visibility, limited mobility, slippery, and/or uneven walking surfaces, at heights and move within open as well as confined spaces.
11. Work may result in exposure to infectious diseases or illness, such as Hepatitis A, B, or C, HIV, tuberculosis, smallpox, the plague, among other contagious diseases, bacteria and viruses.
12. This position will involve periods of high physical, mental/or emotional stress in probable traumatic situations.
13. Meet and pass the minimum annual fitness level requirement determined by PGFPD.
14. The employee will be required to work 48 hours and up to 72-hours continuous shifts. During this time the employee may experience several interruptions of sleep, meals and/or other activities. The employee will be expected to perform essential job functions despite the potential for fatigue resulting from extended shift work.