**Paramedic**

**POSITION DESCRIPTION**

**Position Title:** Paramedic (EMT-P)  **Employment Status:** Part-Time

**POSITION SUMMARY**

**Job Summary**

Under the direction of the Chief, the Paramedic (EMT-P) position is responsible for protecting lives through knowledge and application of emergency medicine on emergency incidents. Secondary to protecting lives, the EMT-P position is responsible for various departmental operation tasks.

# Supervision Received

The EMT-P works under the general direction of the Chief, Deputy Chief, or designee.

**Supervision Exercised**

None

# DESCRIPTION OF WORK

**Essential Duties and Responsibilities**

**NOTE:** In some of the EMT-P duties, it shall be understood that the EMT-P must be able to perform the functions of the job while wearing applicable personal protective equipment deemed necessary by the incident commander, crew leader or policies.

* Responds as a member of a medical team to bring medical care to the citizens of the service area and neighboring communities following department approved protocols.
* Responds to fire alarms as a medical team member to provide EMS services to firefighters or patients at the emergency scene and/or stand by for other EMS calls.
* Performs routine maintenance of department EMS vehicles, equipment, and grounds.
* Prepares written reports and maintains records per department policies and State standards/statutes.
* Participates in scheduled training exercises and classroom lectures.
* Performs duties as a licensed EMT-P according to criteria and standards set forth by the department.
* Conducts demonstrations, station tours, and public speeches on emergency medical services, CPR, first-aid, and other subjects to the public, when assigned.
* Assists in training of other department members throughout work day to ensure that membership is proficient in all aspects of patient care.
* Performs general housekeeping duties.
* Performs other departmental operation tasks as set by the Chief or designee.

**Equipment Used**

Ambulance and various staff vehicles, patient restraints, oxygen, blood pressure equipment, defibrillators, testing equipment, or any other first aid and medical equipment carried on the vehicle that the employee is fully trained on and is within their scope of practice; mobile and portable radios, pager, personal computer/printer with various software applications, phone, copier, fax machine.

**Work Environment and Working Conditions**

Works in a normal office setting with moderate noise levels; also works under uncontrolled field conditions; attendance at evening meetings occasionally required; work is sometimes performed in emergency and stressful situations; exposure to extreme weather conditions, smoke, fumes, noxious odors, toxic chemicals and hazardous substances can be encountered; requires heavy lifting and strenuous physical activity; exposure to dangers of smoke, fire and explosion, moving mechanical parts, bloodborne/airborne pathogens, risk of electrical shock, vibration, and high noise levels; may work in high or precarious places.

**TECHNICAL REQUIREMENTS**

**Knowledge of**

* All department EMS apparatus, equipment, tools and radios.
* Principles, practices, methods, techniques and department protocols of emergency medical care up to the department scope of practice.

**Ability to**

* Maintain effective working relationships with the public, other fire and EMS departments and other local agencies; ability to communicate clearly and concisely, both orally and writing.
* Act effectively in emergency and stressful situations.
* Follow verbal and written instructions.
* Respond to emergency situations.
* Work with and maintain positive working relationships with all members and employees of department.
* Analyze problems, identify alternative solutions, project consequences of proposed actions and

implement recommendations in support of goals while adhering to Department SOGs and protocols.

* Interpret and apply Federal, State and local policies, protocols, laws and regulations.
* Maintain a valid WI driver’s license.
* Maintain physical condition appropriate to the performance of assigned duties and

responsibility.

**GENERAL COMPETENCIES**

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

The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 100 pounds. The employee must possess specific vision abilities as per DMV requirements.

In addition, the employee must be able to satisfy the following competency requirements.

* ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
* COMMUNICATION SKILLS: Communicate ideas and information effectively in both written and oral form.
* PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
* PLANNING AND ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.
* READING ABILITY: Effectively read and understand information contained in memoranda, reports, ordinances, statutes, codes, technical manuals, bulletins.
* TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology,

computer systems and software programs.

* ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal or written instructions from supervisor.
* MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) and medication calculations.
* TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.
* ABILITY TO WORK IN STRESSFUL SITUATIONS: Work under hazardous conditions and extreme pressure in life and death situations.

**REQUIRED QUALIFICATIONS**

Must be a minimum age of 19; possess or be able to obtain a valid WI driver’s license; possess valid State of Wisconsin EMT Paramedic license at all times; graduation from high school or equivalent diploma; meet driver insurability standards as set by the Department’s current insurance carrier.

Updated Waunakee Area EMS

09.01.2023

**NOTES**

1. *The job duties listed herein are intended only as illustrations of the 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.*

*2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*3. 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 hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_.

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Signature Date