

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Paramedic	<b>STEP PLAN:</b>	Paramedic
<b>DEPARTMENT:</b>	Fire Department	<b>JOB NO:</b>	5500
<b>DIVISION:</b>	Operations	<b>DATE:</b>	09/30/2016
<b>REPORTS TO:</b>	Fire Lieutenant	<b>FLSA STATUS:</b>	NE
<b>FULL-TIME: XXX</b>	<b>PART-TIME:</b>	<b>TEMPORARY:</b>	<b>COST CENTER:</b> 282
<b>REPLACES:</b> Paramedic			<b>DATE:</b> 03/25/2012

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**JOB SUMMARY STATEMENT:** This is a highly skilled emergency medical services position. Maintains fire station equipment, apparatus, quarters, and operating equipment; provides public education; and prevention duties. Work is performed in accordance with general supervision and written procedures, under the command of a superior officer. Work is reviewed in progress and upon completion.

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### **DUTIES AND RESPONSIBILITIES:**

1. Responds to emergency medical and fire calls, in accordance with standard practice guidelines, provides rescue and required emergency medical services. Drives and operates EMS apparatus, as allowed by Department policy.
2. Administers and/or supervises the administration of basic and advanced levels of emergency medical care to the sick and injured.
3. Inspects and maintains emergency equipment and radios to insure proper operating condition, maintains an adequate supply of medical aid equipment and other disposable materials.
4. Listens to station, vehicle or portable radio and responds to emergency alarms.
5. Performs emergency rescue and specifically required emergency medical skills, such as cardiopulmonary resuscitation (CPR), and application of compresses, back and neck supports, braces and splints.
6. Capable to assume the lead Paramedic by acting in the direct provision or supervision of advanced level patient care; direct/performs the setting up of IV lines, cardiac defibrillation, medication administration, transition of patient care and the cleaning and restocking of supplies after the event.
7. Checks equipment daily and inspects ignition, batteries, brakes, and other equipment to see that the apparatus is in good working condition and reports defects, participates in the routine maintenance and basic mechanical repair of EMS apparatus as directed.
8. Conducts a patient assessment and attempts to determine the illness or injury sustained by the patient.
9. Communicates with a physician and recommends medical treatment; receives orders from physician on approved treatment. Monitors the communication of her/his crew paramedic or EMS as they request/receive orders or provide information to or from the base medical control.
10. Performs the appropriate treatment to the patient.
11. Serves as the attending paramedic in the ambulance while transporting the patient to the medical facility.
12. Supervises the transfer to patient care of the fire department to Med-act or the medical facility.
13. Conducts service checks and first-line maintenance to ensure that all medical equipment is ready at the start of each shift and following each incident.
14. Interprets EKG strips and assesses arrhythmias that are noted.

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15. Initiates intravenous therapy and pharmaceutical intervention.
16. Conducts invasive medical maneuvers such as heart pacing, endotracheal intubation, and other invasive airway procedures.
17. Makes independent medical decisions when communications cannot be established with a medical facility while following standing orders issued by the medical director.
18. Prepares state medical report to document the incident from the time of dispatch until transferred to the hospital.
19. Decontaminates apparatus, equipment, and clothing exposed to potential airborne or blood borne diseases.
20. Attends and participates in required on-duty continuing education for paramedics.
21. Talks to residents, business owners, students, and community groups, performing public education fire prevention programs, demonstrations, and presentations in conjunction with the Fire Prevention Department and/or Fire Inspector.
22. Performs general maintenance work in the upkeep of fire station buildings and grounds, cleans, waxes, polishes, and otherwise maintains assigned equipment and quarters; participates in a continuing program of training and instruction, including attendance at scheduled drills and classes.
23. Performs other duties as directed or required.
24. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
25. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

## **GENERAL QUALIFICATIONS**

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

- Must possess a High School diploma or GED and be 18 years of age or older.
- Must possess a valid driver's license and maintain an insurable driving record.
- Associates Degree in Fire Science and/or Emergency Medicine is preferred.
- Requires current paramedic certification by the Kansas Board of EMS or National Registry Certification for Paramedic with requirement to obtain KS certification within 1 yr of hire date.
- Preference will be given to Firefighter 1 and Firefighter 2 Certification in the State of Kansas or equivalent International Fire Service Accreditation Congress (IFSAC) or Pro Board Certification.

### **EXPERIENCE:**

None

### **SKILLS:**

Good oral and written communication skills.

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#### **MENTAL REQUIREMENTS:**

1. Knowledge of rescue and emergency medical principles, practices, and techniques.
2. Knowledge of the operating and maintenance requirements of the various types of apparatus and equipment used in fire fighting activities.
3. Knowledge of the physical layout of the Department's service area, including schools, nursing homes, and street locations.
4. Ability to perform basic and routine mechanical work involved in maintaining EMS apparatus, equipment and tools.
5. Ability to analyze situations quickly and objectively and to determine proper courses of action.
6. Ability to establish and maintain positive, effective working relationships with supervisors, paramedics, firefighters, and the public.
7. Ability to communicate effectively, orally and in writing.
8. Ability to write clear and concise reports.
9. Ability to maintain and/or improve knowledge, skills, and abilities, unassisted.
10. Ability to function in life/death situations relying on sight, hearing, smell and touch to make critical decisions while maintaining safety of others/self; acknowledge associated risk of bodily injury/death in performance of duties.
11. Ability to read, understand and adhere to all department guidelines, bulletins, directives, memorandums and policies.

#### **PHYSICAL REQUIREMENTS:**

1. Must pass Overland Park Fire Department physical requirements with a minimum result of good.
2. Ability to crawl, run, climb, bend, stoop, twist, reach, contort and lift up to 100 lbs. while wearing heavy protective gear.
3. Ability to work in life-threatening conditions.
4. Exposure to carcinogenic dusts, toxic substances, infectious agents, and the visual/emotional shock of burn/trauma victims.
5. Exposure to smoke, bodily fluids, noise, dangerous animals; hazards of emergency driving; hazards associated with traffic control and working in and near traffic; natural and man-made disasters; and hazardous materials incidents.

#### **SAFETY REQUIREMENTS:**

1. Must not pose a direct threat or significant risk of substantial harm to the safety or health of himself/herself or others.
2. Must be committed to a high standard of safety and be willing and able to comply with all of the Department's safety policies and rules. Must be willing to report safety violations and potential safety violations to the Fire Chief.

#### **SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

None

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**