

CITY OF DELAFIELD FIRE DEPARTMENT

JOB DESCRIPTION

EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC

REPORTS TO: Department Officers and Fire Chief

NATURE OF WORK: This job description is intended as an illustration of the various types of work performed at this rank. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, a logical assignment of the position, or of an imminent nature.

ESSENTIAL FUNCTIONS OF THE POSITION:

A. Job Summary: The Emergency Medical Technician-Paramedic (EMT-P) is responsible for emergency medical services, rescue operations, and vehicle and fire station maintenance.

1. Responds as a member of a medical team to bring basic or advanced emergency medical care to the citizens of the community.
2. Responds to fire alarms as a medical team to provide EMS services to firefighters at the emergency scene and/or to stand-by for other EMS calls in the community.
3. Performs routine maintenance of department EMS vehicles, equipment, buildings, and grounds.
4. Prepares written reports and maintains records per department protocols and State standards.
5. Participates in scheduled training exercises and classroom lectures.
6. Performs duties as a licensed EMT according to criteria and standards set forth by the department, when assigned.
7. Conducts demonstrations, tours, and public speeches on emergency medical services, CPR, first-aid, and other subjects to the public.
8. Performs general housekeeping duties.
9. Other duties as assigned.

B. Physical Demands of Position: These physical demands are representative of demands that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable persons with disabilities to perform essential functions.

1. Standing, walking and sitting.
2. Stooping, kneeling, crouching and crawling.
3. Running, swimming, balancing, bending, and twisting.
4. Lifting, carrying, pushing/pulling: 100 lbs. or more.

5. Handling, grasping and fingering: performing CPR, utilizing patient lifting devices, patient bandaging etc.

C. Physical Ability:

1. Dynamic flexibility - lifting equipment; perform CPR/chest compression; etc.
2. Stamina - climb stairs w/equipment; carry equipment up multiple flights; perform CPR for long periods of time; etc.
3. Static strength - carry equipment; lift/carry victim/patient; etc.
4. Extent flexibility - reach out to lift a victim/patient; victim/patient movement from bed to floor or stretcher; etc.
5. Explosive strength - run up stairs w/equipment; etc.
6. Dynamic strength - climb stairs w/equipment; climb stairs w/stretcher; etc.
7. Trunk strength - perform CPR; pick up equipment at EMS scene and fire station; lift victim/patient; etc.
8. Speed limb movement - perform CPR; drive vehicles; etc.
9. Gross body equilibrium - walk on icy sidewalks, driveways, and streets; carry patient down stairs; etc.
10. Arm-hand steadiness - take BP/pulse; perform CPR; apply stabilization to limb/neck of victim; connect suction and Oxygen hoses; etc.
11. Manual dexterity - perform CPR; bandage patient; use equipment and tools; use air bag ventilator; etc.
12. Finger dexterity - maintain/operate equipment; bandage patient; remove object from patient airway w/Magill forceps, perform infant CPR.
14. Near vision - patient assessment; read manuals and instructions; read EMS equipment and monitors, etc.
15. Far vision - drive to EMS scene; see power lines at accident scenes; see addresses; etc.
16. Visual color discrimination - assess patient; identify labels and placards; etc.
17. Hearing - hear calls for help, moaning, and groaning; listen for breath sounds; hear BP; etc.
18. Effort - climb stairs; perform CPR; climb stairs; etc.

ENVIRONMENTAL/WORKING CONDITIONS OF POSITION:

1. Outside workplace environment that is confined.
2. Exposure to extreme cold, hot and normal temperatures.
3. Contact with water or liquids.

4. Exposure to loud noise with a minimum of 90 decibels and vibrations from tools, equipment, machinery, etc.
5. Exposure to hazardous conditions such as: mechanical/electrical, chemical, burns, heights, physical injury, and fast moving vehicles.
6. Exposure to atmospheric conditions such as fumes, gasses, noxious odors, dust and poor ventilation.
7. Exposure to blood borne pathogens, i.e., blood, self and clothing from EMS related calls.

EQUIPMENT USED:

1. Computer terminal, telephone and two-way radio.
2. Measuring devices.
3. Car, ambulance, and boat.
4. Patient restraints, first-aid equipment, oxygen, blood pressure equipment, defibrillator, test equipment, general medical equipment, and patient lifting devices.
5. Hearing and eye protection, blood borne pathogens protection, EMS protective clothing.

EDUCATION/LICENSE/CERTIFICATION REQUIREMENTS:

1. Wisconsin Emergency Medical Technician-Paramedic License.
2. Wisconsin Driver's License - Valid WI driver's license or such valid operator's permit recognized by the WI Department of Transportation as authorizing operation of a motor vehicle in WI.

KNOWLEDGE AND SKILLS REQUIRED FOR POSITION:

1. Effective communication, oral and written, with supervisors, peers and public.
2. Understanding and following work rules, and Suggested Operating Guidelines.
3. Read, write, add, subtract, multiply and divide.
4. Knowledge of national, state and local laws and codes.
5. Organize, direct and coordinate written and oral reports.
6. Skills in report writing, computer usage, driving, and two-way radio usage.
7. Skills in patient care and public relations.

JOB RESPONSIBILITIES RELATED TO PATIENT PRIVACY

1. The incumbent is expected to protect the privacy of all patient information in accordance with the Department's privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Department's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment or of membership or association with City of Delafield Fire Department.

2. The incumbent may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The incumbent may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other company operations.
3. The incumbent is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Department's policies and procedures on patient privacy and any observed practices in violation of that policy to the Fire Chief, or his/her designee.
4. The incumbent is expected to actively participate in Department privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with Department policy.

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted, as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees, assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

RESIDENCY: Per City of Delafield Fire Department residency policy.

COLLECTIVE BARGAINING STATUS: Non-exempt position.

TERMS OF EMPLOYMENT: Any full-time employee must maintain WI EMT-Paramedic licensure throughout employment.

PROBATIONARY PERIOD: All employees shall serve a 12-month probationary period beginning on hire date. Full-time personnel shall serve a 12-month probationary period beginning the day hired as a full-time employee. The Fire Chief may extend the probationary period, if necessary.

WAGES: Set per City of Delafield action.

MEDICAL: Applicants will be required to submit to a medical examination consistent with the requirements of the position, after an offer of employment and prior to appointment, and at any other time during employment determined by the Fire Chief. This medical exam is designed to reveal any medical condition that might put the Fire Chief at increased risk to self or others as a result of certain exposures or activities and to exhibit freedom from any physical, emotional or mental condition which adversely affects the performance of duties as a firefighter in the essential functions of employment, with reasonable accommodation.

BACKGROUND: All new employees will be fingerprinted and a record check made by local, state or federal authorities. A conviction is not an automatic bar to employment.

In signing this job description, the applicant/employee understands the requirement of the position of Emergency Medical Technician-Paramedic and further understands that duties may be added to this position as necessary.

Fire Chief

Applicant/Employee

Date

Date