



Single Role Paramedic

Reports to: Lieutenants

Department: Operations

Employment Status: Full-Time or Part-Time, At- Will

FLSA Status: Non-Exempt

Supervisory: No

General Purpose Statement

Under supervision, provides assistance with rescue operations and Advanced Life Support emergency medical services; operates appropriate Authority apparatus dependent on emergency response, public education, and station and equipment maintenance activities.

Essential Duties and Responsibilities

- Respond to emergency and non-emergency incidents; provide appropriate services as required including emergency rescue; perform emergency medical and first aid services as needed; prepare reports regarding emergency incidents as assigned
- Performs complex diagnostic and medical procedures
- Drive and operate ambulance or other apparatus as assigned on emergency calls or at incident scenes
- Operate numerous types emergency equipment and apparatus as necessary; operate, inspect, repair and perform other technical tasks related to maintaining the apparatus, equipment, and facilities in the area of assignment
- Participate in cleaning and maintaining facilities, grounds, equipment and apparatus; ensure that appropriate conditions are maintained at assigned facility; ensure that all equipment and apparatus is in a constant state of readiness for emergency calls
- Participate in a variety of activities and programs including training; equipment operation and maintenance; participate in activities and operations in response to natural disasters, major accidents, incidents involving hazardous materials, and other emergency situations; identify, analyze and avoid hazardous and dangerous situations
- Study street and occupancy locations in assigned Authority
- Assist with transportation of patients to medical care facilities; evaluate the condition of patients and assess pertinent information about medical profile and injuries; determine treatment in accordance with EMT training; maintain contact with medical facility to prepare for patient arrival
- Participate in a variety of activities requiring travel; respond to incidents on an on-call basis and under emergency conditions
- Use departmental computer equipment to input, review and access records, information and other various data
- Give tours of Authority facility, demonstrate equipment and apparatus, and participate in other educational programs for various groups and general public pertaining to a variety of life safety topics
- Assist in the snow and ice removal operations and activities.
- Conduct training classes



- Operate rescue vehicle and related equipment; clean and maintain supplies, materials and equipment aboard rescue vehicles; submit requisitions for additional materials and supplies as necessary
- Prepare emergency medical incident reports regarding patient and incident information.
- Perform other related job duties and related job tasks as assigned by upper level supervisory staff
- Performs other duties as assigned

Knowledge, Skills and Abilities

- Knowledge of methods and techniques of Advanced and Basic Life Support and rescue
- Knowledge of geography and street layout of the Authority and surrounding area
- Knowledge of operations, maintenance and repair of various apparatus and equipment
- Knowledge of pertinent Federal, State and Local laws, codes and regulations
- Ability to work in shift increments
- Ability to oversee and participate in emergency response activities
- Ability to render emergency medical care as necessary
- Ability to analyze emergency situations and develop appropriate courses of action
- Ability to inspect, maintain and repair medical apparatus, equipment and station building and grounds
- Ability to respond to requests and inquiries from the general public
- Ability to prepare and present public information and educational programs
- Ability to work varied shifts, on weekends or during holidays
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to establish and maintain effective working relationships with those contacted in the course of work
- Skilled in report writing, driving, and use of computer, telephone, cell phone, two-way radio, copy machine, fax machine, and calculator
- Skilled in Advanced Life Saving, and public relations

Minimum Qualifications

Must possess the following:

1. High school diploma or GED
2. Valid Colorado EMT-Paramedic or National Registry EMT-Paramedic certification or higher, obtained within two (2) months of hire
3. Valid Colorado Driver's License (or ability to obtain within 3 months of employment)

**If you do not have Colorado certifications, must be able to obtain Colorado certifications within one (1) year of hire.

The employee is required to maintain either their EMT, EMT – Intermediate, or Paramedic certification, whichever certification the employee has at time of hiring or obtains during employment with the Authority. Maintaining the certification allows the employee to respond to calls and provide patient care should the need arise, which is an essential function of the position.



Equipment, Environment, Mental, and Physical Activities

- **Driving:** Must be able to operate vehicles in the normal course of duties
- **Office equipment:** Copier, fax, calculator, printer, scanner, phone, cell phone
- **Computer equipment:** Personal computer, laptop computer, tablet, Microsoft Office, and other software used in the profession and department
- **Other equipment:** Medical equipment, tools; Radios and pagers; Authority vehicles, apparatus and equipment
- **Language skills:** Reads, interprets, and analyzes technical documents, codes and regulations, and professional journals; writes reports, business correspondence, procedures, and proposals; presents information and responds to questions individually and in small or large groups
- **Mathematical skills:** Performs mathematical calculations utilizing basic mathematical calculations and formulas
- **Reasoning ability:** Applies the principles of logic, scientific and medical thinking, and fire science judgment to a wide range of intellectual and practical problems using multiple, complex abstract and concrete variables in order to collect data, establish facts, and draw valid conclusions
- **Physical activities:** Sits for several hours at a time; may walk, stand, bend, stoop, reach, climb, carry and lift for short to long periods of time
- **Lifting:** May lift/carry and push/pull up to 100 pounds and occasionally lift or move up to 180 pounds
- **Vision and hearing:** Must be able to read paper and electronic documents. Must be able to differentiate colors and shades of color, use peripheral vision and depth perception; must be able to see at night and/or in dark spaces. Must be able to hear sufficiently to converse with others and participate in meetings with large and small groups
- **Exposure to environmental conditions:** May be exposed to heat, cold, noise, smoke, water, odors, fumes, traffic, vibrations, grease/oil, and dust/dirt

Hours and Work Schedule

This is a non-exempt position that includes work during daytime, evening, and nighttime hours, weekends and holidays, as well as participation in a rotating on-call schedule.

NOTE: Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristic. The list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Unless the employee has an executed written contract with the Authority, employment with the Authority is terminable at will of either the employee or the Authority, at any time, without notice, cause or any specific disciplinary procedures.

Employee Signature

Date

12-2018, 3-2020