



P. O. Box 239  
Lockhart, TX 78644

# Job Description Form

**Job Title: Paramedic**

**Date: October 1, 2009**

**Pay Range: \$ 12.43 - \$15.55 - \$18.66**

**Pay Grade: ( 3 ) Non-Exempt**

**Brief Description of the Job:**

Reponds to the aid of the sick and injured. Examines patients and performs appropriate emergency care. Performs routine equipment maintenance. Conducts public health and safety education.

Essential Functions-Listed in descending order of frequency; in the Strength Column, S= Sedentary, L=Light, M=Medium, H=Heavy; For Physical Demand Code See Below	% of Time	Strength	Physical Demand Code
<b>Essential Functions</b>			
1. Maintain readiness	20	S	B
2. Assess nature and extend of illness or injury at emergency scene, administer treatment.	20	VH	A, B, C, D, E, F, G, H, I, J, K, M, N, O, P, Q, R, S, U
3. Perform vehicle inspection including maintenance and supplies check at the beginning of shift. Restock supplies and clean equipment following each call.	5	L	A, C, D, E, G, H, M, Q
4. Station duties - clean building interior, wash vehicle, basic building maintenance.	5	L	A, C, D, E, F, G, H, K, M, O
5. Respond to emergency calls within one minute of receiving page from dispatch by consulting map or recalling from memory to determine location of emergency site while adhering to emergency driving laws regarding use of lights and sirens.	5	L	B, C, H, Q, R, T, U
6. Lift stretcher and load patient(s) into ambulance. Transport patient to hospital providing continuing care and treatment of patient during transport.	30	H	B, F, G, H, I, M, P, Q, R, S, D, J
7. Attend court hearings for testimony.	1	L	B, C, H, Q, R, S
8. Write medical reports on patients condition, complete paperwork.	5	S	B, I, Q, U
9. Observe student activity and complete student evaluations.	2	S	B, I, Q, U
10. Public awareness and public speaking-teach EMS Courses, First Aid, and CPR classes-go to specialized courses and to further education, attend mandatory continuing education classes.	3	M	A, D, E, F, G, I, J, K, M, N, O, P, Q, R, S
11. Communicate with other medical professionals.	1	S	R, S, U
12. Assist in vehicle crash extrication.	1	H	A, B, D, E, F, G, H, J, K, L, M, N, O, P, R, S, U
13. Maintains professional medical knowledge and operational skills and aquires new skills. Keeps EMT-P certification current.	2	S	I, Q, R, S, U
	100		

A. STANDING    D. LIFTING    G. REACHING    J. KNEELING    M. BENDING    P. BALANCING    S. TALKING  
 B. SITTING    E. CARRYING    H. HANDLING    K. CROUCHING    N. TWISTING    Q. VISION    T. FOOT CONTROLS  
 C. WALKING    F. PUSH/PULL    I. FINE DEXTERITY    L. CRAWLING    O. CLIMBING    R. HEARING    U. OTHER: \_\_\_\_\_

**PHYSICAL DEMANDS**

**JOB TITLE: Paramedic**

**OVERALL STRENGTH DEMANDS:**

SEDENTARY  LIGHT  MEDIUM  HEAVY  Very Heavy

For each physical demand code listed on Page 1, C=Continuously, F=Frequently, O=Occasionally, and R=Rarely

A. STANDING	<u>F</u>	G. REACHING	<u>O</u>	M. BENDING	<u>F</u>	S. TALKING	<u>F</u>
B. SITTING	<u>F</u>	H. HANDLING	<u>F</u>	N. TWISTING	<u>O</u>	T. FOOT CONTROLS	<u>O</u>
C. WALKING	<u>F</u>	I. FINE DEXTERITY	<u>O</u>	O. CLIMBING	<u>R</u>	U. OTHER: _____	<u>O</u>
D. LIFTING	<u>F</u>	J. KNEELING	<u>F</u>	P. BALANCING	<u>O</u>		
E. CARRYING	<u>F</u>	K. CROUCHING	<u>O</u>	Q. VISION	<u>F</u>		
F. PUSH/PULL	<u>O</u>	L. CRAWLING	<u>O</u>	R. HEARING	<u>F</u>		

THIS IS A DESCRIPTION OF THE WAY THIS JOB IS CURRENTLY PERFORMED; IT DOES NOT ADDRESS THE POTENTIAL FOR ACCOMODATION.

Physical Demand	Description
Standing/Walking:	To perform building and vehicle maintenance, to restock and check ambulance supplies, at the emergency scene and while teaching.
Sitting:	To drive ambulance and to administer to patient in rear of ambulance; to wait for calls.
Bending:	In transit of patient to the hospital; to administer treatment and monitor patient; to stock supplies in ambulance; to clean and maintain building and ambulance; while teaching.
Vision:	To drive; treat patients; administer medications; complete reports, and maintain records.
Hearing/Talking:	To communicate with other agencies and dispatch over the radio, with patients, by bystanders, other medical staff, during public awareness programs and teaching.
Lifting/Carrying:	The stretcher from the back of the ambulance (stretcher weighs 74lbs); patient from ground or other location to stretcher; stretcher from lowered position to load position and loading into the ambulance (very heavy lift, from 150 to over 200 pounds); emergency medical equipment, jump kits, monitor, and oxygen bag (from 14 to 22 lbs.); changing the oxygen bottle in the ambulance (weighs apx. 100 lbs.), and training manikens for class.
Pushing/Pulling:	To remove stretcher from ambulance; transporting a patient up and down stairs, getting patient onto stretcher.
Reaching:	Cabinets in treatment area of ambulance while in transport; to perform vehicle maintenance; teaching.
Fine Dexterity:	To insert needles for intravenous fluids, medications or drugs, to perform intubation, to airways and ventilate patient, to write reports, while teaching.
Kneeling:	To administer CPR or care to a patient on the ground or floor; treating patients while in transport to the hospital; teaching.
Crouching/Twisting:	Treating patients, during teaching.
Climbing/Balancing:	To reach patients by way of ladder, stairs, or uneven terrain; during teaching sessions.

**PHYSICAL DEMANDS**

**MACHINES, TOOLS, EQUIPMENT AND WORK AIDES**

Stretcher, Monitor/Defibrillator/12 Lead EKG, Medical Bags, Oxygen Bag, Spinal Immobilization Devices, Medical Supplies and Equipment, Radio, Cellular Phone, Infection Control Supplies.

**ENVIRONMENTAL FACTORS**

Heat, cold, and other inclement weather conditions, frequent work in wet and humid conditions, occasional work with hazardous materials, possible physical assaults, noisy conditions during vehicle extrication and during use of siren, cuts and lacerations, exposure to biohazard materials and infectious diseases.

**PROTECTIVE EQUIPMENT**

Gloves, Goggles, Gowns, Safety Glasses, Masks, Bunker Coats, and Helmets.

**NON-PHYSICAL DEMANDS**

Frequency Codes: F= Frequent O= Occasionally R= Rarely

Time Pressures	<u>F</u>	Emergency Situations	<u>F</u>
Noisy/Distracting Environment	<u>O</u>	Tedious Exacting Work	<u>O</u>
Performing Multiple Tasks Simultaneously	<u>F</u>	Working Closely with Others as part of a Team	<u>F</u>
Danger/Physical Abuse	<u>R</u>	Irregular Schedule/Overtime	<u>F</u>
Frequent Change of Tasks	<u>F</u>	Other (Description Below:)	<u>    </u>

**JOB REQUIREMENTS**

**FORMAL EDUCATION**

High School diploma or GED required. Certification as an EMT-P by the Texas Department of Health. ACLS Certification preferred.

**EXPERIENCE**

Six ( 6 ) months related experience required.

**OTHER REQUIREMENTS**

- The applicant must have the ability perform under stress.
- The applicant must have the ability to clearly speak, write and understand the English language.
- The applicant must have the ability to comply with the City's drug free workplace policy.
- The applicant may not pose a direct threat to the health and safety of the employee or others.
- The applicant must have the ability to report to work on time and remain on duty for the duration of the work day.
- The applicant must have the ability to attend work regularly and predictably.
- The applicant must have the ability to perform the normal interactive functions of the job, and to withstand the normal stresses of the workplace.
- The applicant must have the ability to accept supervision, to accept constructive criticism, and to accept discipline.
- The applicant must have the ability to follow established policies and procedures.
- The applicant must be able to work cooperatively with fellow employees and supervisor.
- The applicant must be able to understand verbal and written instructions quickly and act upon those instructions quickly and correctly.
- The applicant must be able to report information verbally quickly and accurately in stressful situations.

**SKILLS**

**JOB TITLE: PARAMEDIC**

READING:

EMS manuals and publications, Standing Orders and Protocols, map information; memorandums and instructions; Departmental policies and procedures.

WRITING:

Must be able to legibly and accurately complete the patient report form, complete checklists.

MATH:

Basic math including addition, subtraction, multiplication and division; percent calculation with regard to drug calculations, calculation of drip rates, convert pounds into kilograms.

REASONING:

Quickly analyze complex information in emergency situations and make decisions of a life and death nature; Be able to prioritize patients according to severity and tasks that need to be accomplished.

SUPERVISORY:

N / A

MANAGERIAL:

Use organizational skills and judgment to handle a variety of duties at once; determine those of most pressing nature and set priorities. Be able to direct bystanders and first responders at an emergency.

INTERPERSONAL:

Work with others that may be irate, hysterical, aggressive and abusive individuals in a professional manner; make attempts to verbally calm them and physically treat their injuries or illnesses; Work as part of a team with partner and other medics on scene; Ability to instruct and give public presentation.

**SIGNATURES - REVIEW AND COMMENT**

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

\_\_\_\_\_  
Employee - Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Melanie Tucker / EMS Director  
\_\_\_\_\_  
Supervisor- Print Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Comments \_\_\_\_\_

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