

CITY OF TOMAH JOB DESCRIPTION

POSITION: EMT-Basic / Advanced EMT / Paramedic / Critical Care Transport Paramedic
DEPT: Ambulance Service
SUPERVISOR: Public Safety Director / Deputy EMS Chief
CLASSIFICATION: Non-Exempt / Hourly / Full-Time Represented / Part-Time Non-Represented

Created: March 2021
Council Approved: April 20, 2021

GENERAL DESCRIPTION OF DUTIES:

Functions independently providing exceptional pre-hospital clinical medicine based on licensure Scope of Practice. Must be able to utilize electronic communication, including portable and mobile radios, electronic patient care records, and have excellent written and verbal communication skills. Once cleared to independent duty, providers are required to manage medical and trauma patients, directing co-workers, first responders and bystanders. Must be able to maintain and trouble shoot medical equipment as well as keep equipment and vehicle clean and response ready.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Respond to emergency calls, perform high quality patient assessments, and make critical care decisions quickly to develop a pre-hospital stabilization and treatment plan.
- Collect pertinent patient care data and enter the information into department patient care reports and reporting software.
- Excellent verbal and written communication skills.
- Communicate clearly with the patient, co-workers, first responders, bystanders, and other healthcare professionals to provide high quality, prehospital patient care.
- Ability to assess emergency scenes. Ability to identify scene safety issues, implement, adjust, and maintain scene safety as situations change.
- Handle non-medical situations such as crowd control and protecting the valuables of a patient if necessary.
- Operate EMS vehicles under normal and emergency conditions.
- Operate standard equipment such as stretchers, cots, patient care monitors, and standard diagnostic equipment.
- Extricate persons from vehicles, bend, lift, stand for extended periods of time.
- Perform CPR for extended periods of time.
- Be able to remain calm and deliver quality care in high-pressure, extreme stress, situations.
- Perform daily vehicle and equipment maintenance checks and maintain a running inventory of medical supplies on the response vehicle(s).
- Maintain good physical condition and personal hygiene.
- Lift 150 pounds with assistance.

EDUCATION AND EXPERIENCE REQUIRED:

- High school diploma or General Education Degree (GED) required.
- Graduation from an accredited EMT-Basic, Advance EMT, Paramedic, or Critical Care Transport Paramedic program.
- Must be nationally registered and able to be licensed in the State of Wisconsin as an EMT-Basic / Advanced EMT / Paramedic or be credentialed in Wisconsin as a Critical Care Transport Paramedic. (Must not have state sanctions or disciplinary restrictions).
- Must possess a valid driver's license.
- Current certifications in CPR. Paramedics - Advanced Cardiac Life Support (ACLS)
- Paramedics - Current or able to obtain Pediatric Advanced Life Support (PALS) certification.

IMMUNIZATION REQUIREMENTS:

- Rubella or Titer (must show proof of receiving during lifetime).
- Mantoux or Chest X-Ray (must show proof of within past year).
- Polio (must show proof of receiving once during lifetime).
- Tetanus/Diphtheria (must show proof of receiving in past ten years).

WORKING CONDITIONS:

- Full-Time: Platoon schedule, 48-hours on, 96-hours off.
- Part-Time: 12 - 24 hours per week.
- Evening, weekend, and holiday hours are required.
- Subject to page at any time while on duty.
- May work in inclement weather, including extreme heat and cold.
- Be available to report for duty in dangerous and severe weather such as ice storms, windstorms, and flooding events.
- Be able to work with and under the direction of other agencies during regional emergency response incidences.

PHYSICAL REQUIREMENTS:

- Frequent twisting and bending.
- Reaches above and below shoulder height.
- Lifts and carries patients and equipment.
- Pushes and pulls patients and equipment frequently.
- Possibility of sitting or standing for long periods of time during patient care or transport.

Employee Signature

Date

Employer Signature

Date