

JOB DESCRIPTION

**Public Safety - Ambulance
City of Arlington**

Title of Class: Part-Time Paramedic

Effective Date: July 6, 2020

Pay Status: Non-Exempt

DESCRIPTION OF WORK

General Statement of Duties: Responsible for responding to routine and emergency requests to provide efficient and immediate assessment, treatment and transport of the ill, critically ill, and injured patient in the pre-hospital setting and other settings within the scope of training under a physician medical control authority.

Supervision Received: Works under the general supervision of the Ambulance Manager.

Supervision Exercised: None; provides limited work direction over EMT's when the Ambulance Manager or Assistant Ambulance Manager are not present.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- Respond to requests for ambulance service both emergent and non-emergent.
- Maintain the ambulance garage, vehicles, equipment and supplies.
- Accurate and timely written documentation.
- Initiate pre-hospital treatment modalities both invasive and non-invasive in accordance with national, state and local regulations, policies and procedures.
- Maintain a safe working environment.
- Supervise and direct EMT's in emergency medical care.
- Function within the guidelines of national, state and local standards of practice.
- Maintain current certification.
- Maintain current education requirements as dictated by national, state and local standards.
- Other duties as assigned.

RESPONSIBILITIES AND DUTIES:

- Perform pre-hospital emergency assessments, monitor patient status, initiate treatment protocols and implement appropriate invasive and non-invasive patient therapies.
- Respond to ambulance calls in a timely and safe manner as identified by local ambulance

service policy.

- Safe and timely transport of patients to tertiary medical treatment facility and assist hospital staff as needed in the stabilization and management of the patient until relieved by the acting medical authority.
- Inventory and stock ambulances routinely and following each ambulance call to insure readiness to respond to the next call.
- Thoroughly document all patient activities on the run sheet to include vital signs, history, assessment, treatments, disposition and other data as indicated by local policy.
- Maintain a neat and professional personal appearance.
- Conduct one's self in a professional manner at all times while on duty.
- Assume responsibility for all maintain control of narcotics. Maintain a narcotics log appropriately and reconcile all controlled drug use.
- Render appropriate medical judgments and decisions under less than ideal working conditions.
- Develop and maintain effective working relations with co-workers.
- Act as on-scene medical authority in the field.
- Coordinate with allied agents of authority to include but not limited to, police, fire, and rescue, state, federal and local emergency disaster personnel.
- Assist the Ambulance Manager with administrative tasks as delegated.
- Maintain ambulance quarters in a clean and neat fashion.

MINIMUM QUALIFICATIONS

- Prefer 3+ years' experience as Licensed Paramedic with a pre-hospital ALS provider
- Current State of Minnesota Certification
- Current American Heart Association Basic and Advanced Life Support Certification
- Valid Class C driver's license and good driving record
- Strong interpersonal skills abilities
- Ability to Multitask
- Ability to be flexible and manage time well
- Strong skill sets in clinical areas
- Ability to take direction and good follow through
- Must demonstrate map reading skills

ANNUAL REVIEW

Each member shall have an annual performance review with the Ambulance Manager and City Administrator.