

City of Lockhart, Texas

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Paramedic

Department: EMS

Pay Grade: E102

FLSA Status: Non-Exempt

JOB SUMMARY

Provides Basic and Advanced Life Support including medical evaluation, treatment and stabilization of both non-critically and critically ill or injured patients; responds to emergency rescue situations involving potential loss of life or severe bodily injury; maintains control, manages and directs patient care at the scene of a pre-hospital emergency; provides training and instruction to lesser trained personnel; transports patients, and responds to public assistance calls, both emergency and non-emergency. An incumbent in this position also assists in public health and safety education and participates in related public events activities.

ESSENTIAL JOB FUNCTIONS

- Maintain readiness.
- Render pre-hospital emergency medical care according to established medical protocols.
- Drive assigned units to emergency scenes, transport accident victims and medical patients to hospitals.
- Assist and coordinate with other emergency service agencies in rescue operations, motor vehicle accidents, and other emergency situations.
- Perform a variety of emergency medical treatment services at the basic and advanced life support levels.
- Employ safe lifting and moving techniques.
- Maintain ambulance vehicle (or other assigned vehicle) condition, supplies, and equipment. Assist in training public on cardiopulmonary resuscitation (CPR), standard first aid, and emergency medical techniques. Participate in public health screening.
- Assist staff in performing the full range of advanced life support functions.
- Perform radio communication during emergency and non-emergency situations.
- Writes incident reports, electronic patient care reports, fills out paperwork and files reports.
- Attend court hearings for testimony.
- Cleans station including sweeping and mopping; performs general maintenance duties.
- Participates in related public events.
- Gives station tours.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Requires High School diploma or equivalent, one year emergency medical experience preferred.

Licenses or Certifications:

- Possess and maintain a valid Texas driver's license, Class "C", with an acceptable driving record.
- Possess and maintain a Texas Department of State Health Services – Paramedics (EMT-P) Certificate or Licensed Paramedic (LP).
- Possession of, or ability to obtain within six months of hire, an American Heart Association-CPR Card, Advanced Cardiac Life Support Certificate, and Pediatric Advanced Life Support .

Special Requirements:

- Ability to maintain regular, reliable in-person attendance.

Knowledge, Skills and Abilities:

- Knowledge of advanced life support interventions, CPR, and basic life support.
- Learn the geography of local areas.
- Skill in performing basic math computations including addition, subtraction, multiplication, division, calculating percentages, drug calculations, and using formulas.
- Skill in using Office and department software.
- Ability to utilize maps and GPS systems.
- Ability to prepare concise and comprehensive written reports.
- Work 24 to 48 hour shifts to include weekends.
- Be on call 24 hours when necessary.
- Ability to analyze complex information in emergency or dangerous situations.
- Ability to deal with irate, hysterical, frightened, or injured individuals.
- Ability to drive a vehicle on emergency and non-emergency responses.
- Ability to react calmly, promptly, and correctly in emergency situations.
- Ability to understand and follow oral or written instructions in emergency and non-emergency settings.
- Ability to function under adverse conditions.
- Establish and maintain effective working relationships with co-workers and those contacted in the course of work.
- Maintain sufficient personal health and physical fitness to perform all job duties.

PHYSICAL DEMANDS

The work is very heavy work. The employee is constantly required to move objects applying up to 20 pounds of force; frequently required to apply 50 pounds of force to move objects; and occasionally required to exert up to 100 pounds of force to move objects. (Demand Code: C=Continuously, F=Frequently, O=Occasionally, R=Rarely):

F	● Balancing: Maintaining equilibrium to prevent falling while walking, standing, or crouching.
F	● Climbing: Ascending, descending ladders, stairs, and ramps; requiring body agility.
O	● Crawling: Moving about on hands, knees, or hands and feet.
F	● Crouching: Bending the body downward and forward by bending leg and spine.

O	● Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
F	● Grasping: Applying pressure to object with fingers or palm.
F	● Handling: Picking, holding, or otherwise working, primarily with the whole hand.
F	● Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction; receiving detailed information through oral communication; and making the discrimination in sound.
R	● Hearing 2: Receiving detailed information; making discrimination in sound.
R	● Hearing 2: Receiving detailed information; making discrimination in sound.
O	● Kneeling: Bending legs at knee to come to a rest on knee or knees.
F	● Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position, occurring to a considerable degree; requiring substantial use of upper extremities and back muscles.
O	● Manual Dexterity: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
O	● Mental Acuity: Making rational decisions through sound logic and deductive processes.
F	● Pulling: Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.
F	● Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
F	● Reaching: Extending hand(s) and arm(s) in any direction.
O	● Repetitive Motion: Substantially moving the wrist, hands, and/or fingers.
C	● Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to others accurately and concisely.
F	● Standing: Being erect particularly for sustained periods of time.
F	● Stooping: Bending body downward and forward by bending spine at the waist, occurring to a considerable degree; requiring full motion of the lower extremities and back muscles.
F	● Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other co-workers accurately, loudly, or quickly.
O	● Talking 2: Shouting to be heard above ambient noise.
F	● Visual Acuity 1: Having close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or reading extensively.
O	● Visual Acuity 2: Verifying color, depth perception, or field of vision.
R	● Visual Acuity 3: Determining accuracy or neatness; observing facilities/structures.
C	● Visual Acuity 4: Having visual acuity to operate motor vehicles/heavy equipment.
R	● Visual Acuity 5: Inspecting small defects or machines; using measurement devices; or fabricating parts.
F	● Walking: Moving about on foot to accomplish tasks, particularly for long distances, or moving from one work site to another.

WORK ENVIRONMENT

Work is partially performed in a relatively safe and secure work environment and inside a climate-controlled building; is partially performed outdoors under various weather conditions dealing with

crisis situations involving decisions about life and property; involves exposure to insects and animals, extreme heat, chemicals, exhaust fumes, smoke, burning buildings, power lines, buildings with unsafe structural integrity, and noise from truck engines/equipment/saws/sirens/air horns; is performed with fire equipment and apparatus that could result in bodily harm to co-workers or others; and requires protective equipment such as steel-toed boots, hard hats, special clothing, ear and eye protection, gloves, and self-contained breathing apparatus with face mask.

The City of Lockhart has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date