



# CITY OF WEST LIBERTY, IOWA

## Full or Part Time Paramedic

**DATE:** Adopted

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**CLASSIFICATION:** Non-Exempt

**DEPARTMENT:** City Fire and Ambulance

**JOB DESCRIPTION:**

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**Summary/Objective**

The Full-Time Paramedics are responsible for providing Paramedic level patient care in accordance with the ambulance service protocols and under the auspices of the medical control physician or physician designee. They will work under the direction of the EMS Coordinator and/or the Emergency Command Supervisor to provide medical care for residence of the West Liberty, and Rural Fire and Ambulance districts.

**DISTINGUISHING CHARACTERISTICS:**

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Works under the general supervision of EMS Coordinator. Individual must be able to work under limited supervision to manage EMS scenes with other members of the department at different levels of training. They must be capable of maintaining safety for the providers on scene, public, and the patients they serve in often challenging environments. They must be willing to work with volunteer departments and their personnel to achieve these goals in the various response areas

**ESSENTIAL FUNCTIONS:**

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- Serves as a Paramedic responder providing patient care to a level of training, with established protocols, and in accordance with all rules, regulations, and Statutes of the State of Iowa.
- Responds to 911 calls as paged, assuring that the ambulances are stocked/re-stocked/clean and prepared for emergency calls at all times.
- Attends work regularly as scheduled.
- Must be able to effectively interact with persons from widely diverse backgrounds, interests, and points of view.
- Establish and maintain effective working relationships with co-workers, other healthcare professionals, supervisors, department heads, city employees, and the public.
- Coordinates the safe transportation of patient to their respective destinations.
- Drives EMS vehicles and transports the patients according to established regulations and policy.
- Performs all work duties and activities in accordance with the company policies, procedures, safety practices and standard of care expectations.
- Maintains EMS equipment, and work environment, reports any equipment failure in a timely manner to supervisors.
- Uses and operates radios, pagers, phones, and other communications technology as available to interact with other agencies and employees as needed to perform duties.
- Completes the required documentation including but not limited to patient reports, billing documentation, and other related documentation as needed.

- Performs fire support activities such as rehabilitation, emergency care, and visual scene support as directed by the on-scene incident commander for structure fire response or if requested for prolonged Fire scene response.
- Participates in training/professional development activities and work-related meetings as requested
- Ability to work effectively with minimal supervision, using good judgment and common sense with a thorough understanding of the principles of emergency medical care at the paramedic level.
- Ability to work efficiently and interact in a constructive and professional manner with other employees, a partner, public safety personnel, medical staff, and other emergency medical service members.
- Supervisor and/or City Management may request participation to assist in developing, planning and preparation of public outreach and education in emergency subjects, such as delivering first aid and CPR.
- Supervisor and/or City Management may request assistance in supervising other members of the City's employees and/or volunteers to participate precepting, coaching, or mentoring employees to maintain a high standard of care.

### **QUALIFICATIONS:**

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- Knowledge of the geography of response and surrounding areas through the ability to read maps and follow direction to plan appropriate routes to and from scene
- Knowledge of the City's employee handbook and department policies.
- Must understand Paramedic pre-hospital care standards and practices
- Current IOWA EMT-PM certification.
- Current ACLS, BCLS, certification.
- Fluent in Spanish is welcomed, but not required
- Must be able to clearly speak, read and write the English language
- Must meet the physical requirements for the position.
- Must have safe driving record.

### **SKILLS AND ABILITIES:**

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- Skill in the use of safety practices involved in fire, medical and rescue operations.
- Ability to be detailed oriented and accurate while performing duties, keep accurate records and reports
- Ability to make determinations as to the best course of action for responding to emergency situations and to implement those decisions into actions to include safe vehicle operations in all-weather types.
- Ability to work under extremely stressful situations remaining calm and carrying out all duties with the recognition of the threat to life and property.
- Ability to use logical and creative thought processes to develop solutions to complex situations, with or without written specifications and/or oral instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Must be able to maintain strict confidentiality and security of information per HIPPA policy.
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks.

## **TRAINING AND EXPERIENCE REQUIREMENTS:**

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Education Required: High school diploma or GED equivalent.  
Current Iowa Paramedic Certification  
Current Basic Life Support Certification  
Current Advanced Cardiac Life Support Certification

Experience Required: Two years of experience in ambulance and emergency medical operations including pre-hospital patient care and transport.

On Hiring Required: Current DHS mandatory adult and child reporter certification. FEMA ICS 100 and 700. EVOS training.

## **LICENSING REQUIREMENTS (POSITION REQUIREMENTS AT ENTRY):**

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Possess and maintain a valid Driver's License issued by the State of Iowa and be insurable to operate city vehicles and equipment. Possess or ability to obtain a valid, unrestricted Iowa Chauffeur's (class D) license within 30 days of hire.

## **ESSENTIAL PHYSICAL ABILITIES:**

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*Job Classification: Heavy to Very Heavy.* See Appendix 1 for physical demand characteristics.

Employee may, in the course of their duties, be subjected to fumes, odors, dusts, poor ventilation, blood, body fluids, extreme temperatures, inadequate lighting, workspace restrictions, intense noises, and travel. Employee may be exposed to extreme temperatures, long hours, weekend, and holiday duties.

Employee must have sufficient personal mobility to perform tasks in various positions and situations.

## **SUPERVISORY RESPONSIBILITY:**

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The Full-Time Paramedic may perform supervisory and educational functions when acting in the role of lead paramedic, preceptor, or trainer.

## **POSITION TYPE AND EXPECTED HOURS OF WORK:**

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Department staffing includes a minimum of eight (8) part-time positions. Employee must regularly be available for call during their shift, which includes hours, evenings, nights, holidays, and weekends, as scheduled.

## **DISCLAIMER:**

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The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The City reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management.

Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of West Liberty employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of West Liberty is to be considered "at-will".

**SIGNATURES:**

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Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

**CITY OF WEST LIBERTY, IOWA**  
**CLASS TITLE: Paramedic**  
**APPENDIX 1 Physical Demand Characteristics**

<b>ACTIVITY</b>	<b>0% Never</b>	<b>&gt;0-10% Rare &gt;0-10 min/hour (1 - 10 /shift)</b>	<b>11% - 33% Occasional 11-20 min/hour (11 - 100/shift)</b>	<b>34% - 66% Frequent 21-40 min/hour 101 - 300/shift</b>	<b>67% - 100% Constant 41-60 min/hour 301+/shift</b>
<b>1. SIT</b>				X	
<b>2. WALK</b>				X	
<b>3. STAND (STATIONARY)</b>		X			
<b>4. CLIMB LADDER</b>		X			
<b>CLIMB STAIRS</b>			X		
<b>5. BALANCE</b>		X			
<b>6. FORWARD BEND</b>		X			
<b>7. KNEEL</b>			X		
<b>8. CROUCH</b>			X		
<b>9. SQUAT</b>			X		
<b>10. CRAWL</b>			X		
<b>11. TWIST</b>			X		
<b>12. REACH FORWARD</b>					X
<b>REACH OVERHEAD</b>				X	
<b>13. SIMPLE GRASP</b>					X
<b>14. FIRM GRASP</b>				X	
<b>15. PINCH</b>			X		
<b>16. DEXTERITY</b>				X	
<b>17. COMPUTER WORK</b>			X		
<b>18. WRIST MOTION</b>					X
<b>19. BOTH HAND USE</b>					X
<b>20. BOTH LEG USE</b>					X
<b>21. HEARING</b>					X

ACTIVITY	0% Never	>0-10% Rare (1x/hour)	11% - 33% Occasional (1x/15 minutes)	34% - 66% Frequent (1x/5 minutes)	67% - 100% Constant (1x/30 seconds)
22. VISION					X
23. DEPTH/COLOR					X
24. OUTSIDE WORK			X		
25. HEAT EXPOSURE				X	
26. COLD EXPOSURE				X	
27. VIBRATION EXP.			X		
28. OPERATE MV				X	
29. OTHER EQUIPMENT			X		
<b>EQUIPMENT:</b> Cot, truck panels, saws, respiratory protection, monitor					
<b>LIFT/CARRY PUSH/PULL</b>					
Up to 10 lbs.					X
11 - 15 lbs.				X	
16 - 25 lbs.				X	
26 - 35 lbs.		X			
36 - 50 lbs.		X			
51 - 75 lbs.			X		
76 - 100 lbs.			X		
Over 100 lbs.			X		
<b>Weight of Various Equipment</b>	Cot 89#; Rescue Jack 40#; Hose Roll 34#; SCBA 20#; total weight of gear 40#; stair chair 31#; Jaws 45#; medical bag 25#; average weight of rescue 200+#				