

# TUBAC FIRE DISTRICT

## JOB DESCRIPTION: PARAMEDIC II

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<b>REPORTS TO:</b>	FIRE CAPTAIN	<b>FLSA:</b> NON-EXEMPT
<b>DIVISION:</b>	SUPPRESSION	
<b>LOCATION:</b>	DISTRICT STATIONS	<b>STATUS:</b> FULL-TIME
<b>ORIGINATED:</b>	1/22/20	

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**POSITION SUMMARY** Engages in all forms of community risk reduction which includes responding to alarms and protecting life and property by performing firefighting, emergency medicine, hazard control and other duties as assigned. Maintains fire and emergency medicine equipment, apparatus and facilities. On occasion, acts in the supervisory role in the absence of the Fire Captain.

**SUPERVISION RECEIVED:**

Works under the supervision of a Fire Captain.

**SUPERVISION EXERCISED:**

In the absence of the Fire Captain, may be assigned to supervise operational personnel. In such instance, coordinates with other shift Captains to direct and monitor activities of assigned crew. Carries out supervisory responsibility in accordance with the organization's policies and applicable laws. Supervisory responsibilities may include participating in interviewing and hiring, training employees; planning, assigning, and directing work; appraising performance; rewarding and coaching employees; addressing complaints and resolving problems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs the following duties as a Paramedic:
  - Responds to a variety of emergency and non-emergency medical and health care situations and participates in the delivery of medical care.
  - Complies with the rules, policies and procedures set forth by the District, Base Hospital, and Arizona Department of Health Services.
  - Provides EMS treatment and transport in accordance with the rules, policies and procedures as set forth by the District, Base Hospital, and Arizona Department of Health Services
  - Performs other related emergency medical support duties.
  - Examines patient to assess nature and extent of illness or injury to establish and prioritize medical procedures to be followed or needed to additional assistance.
  - Administers advance life support care to sick and injured persons in pre-hospital setting as authorized and directed by physician for emergencies such as heart failure, insulin shock, pulmonary disease, drug overdose, fractures, head and spinal cord injuries, burns, poisoning, and obstetrical emergencies.

- Communicates with physician and other medical personal via voice or telemetry communications.
- Restores, stabilizes and monitors medical condition of patient using electrocardiograph, defibrillator, telemetry equipment, oxygen and suction devices, and other sophisticated medical equipment, or as directed by physician.
- Performs advanced pulmonary ventilation to open airways.
- Administers initial treatment at emergency scene and takes and records patient's vital signs.
- Interprets cardiac arrhythmias.
- Observes, records, and reports to physician patient's vital signs, condition and reaction to drugs, treatments, and significant incidents.
- Leads and instructs other emergency medical crewmembers in emergency care procedures.
- Completes Patient Care Reports and related documentation for emergency medical incidents.
- Checks and ascertains that assigned emergency vehicle is completely stocked and in good running condition at the beginning of and through the work shift.
- Visually checks all drugs in the drug box at the beginning of each shift to determine if they are viable and have not expired.
- Ensures adequate EMS supply inventories on assigned apparatus and at the station.
- Completes biennial recertification process as set forth by the base hospital and Arizona Department of Health Services.
- Acts as a mentor for TFD Fire Paramedics and as a preceptor for Paramedic students.
- Complies with all rules, policies and procedures as set forth by TFD, the base hospital and the Arizona Department of Health Services.
- Maintains instructor certification for American Heart Association, BLS, ACLS, and PALS.
- Assists Deputy Chief of Operations in QA of Patient Care Reports, inventory control, stocking and requisition of EMS supplies, and prepares assigned ambulance for annual DHS inspection.
- Performs the duties of a Firefighter:
  - Responds to emergency calls and public service calls as dispatched within the TFD and on mutual aid assignments.
  - Provides basic life support and first aid treatment in accordance with Arizona laws, Arizona Department of Health Services rules and regulations, regional protocols, and base hospital directions.
  - Drives or attends to patients within departmental ambulance or rescue transport vehicles.
  - Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment, extinguishments and overhaul.

- Performs salvage operations including throwing salvage covers, sweeping water, and removing debris.
  - Completes necessary paperwork and documentation as required on calls for service.
  - Writes reports accurately and in a timely manner, documenting incident data, patient assessment and patient treatment.
  - Operates radio and other communication equipment.
  - Participates in inspections of buildings, hydrants and other structures in pre-plans.
  - Performs general maintenance work in the upkeep of fire and emergency medical equipment, apparatus, and facilities.
  - Presents programs to public on safety, emergency medicine, and fire prevention and suppression topics.
  - Participates in fire drills, and attends classes in firefighting, emergency medical service, and other related areas.
  - Maintains required certifications in fire and emergency medicine.
  - Maintains positive working relationships with other employees, other agency personnel and the public.
  - Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
  - Strives to enhance internal/external customer service.
  - Complies with the rules, policies and procedures as set forth by the District.
- Performs the duties of a Paramedic II when assigned to act in the absence of the Fire Captain:
    - Ensures that all assigned personnel, apparatus and equipment are ready for duty at all times.
    - Ensures that all assigned personnel carry out duties in a safe and timely manner.
    - Responds to calls for service and deploys necessary resources to mitigate the incident.
    - Using District mapping, responds to alarms and directs routes.
    - Supervises assigned personnel in duties as directed.
    - Coordinates and manages all types of emergency scene operations using established Incident Command System procedures (NIMS).
    - Assumes Incident Command of incidents by directing and coordinating emergency scene activities unless and until relieved of command by a more qualified person.
    - Supervises and participates in all fire, emergency medical and other emergency operations.
    - Supervises and participates in the maintenance of fire apparatus, equipment, supplies and facilities.

- Monitors, observes and participates in TFD activities to ensure that assigned personnel's conduct and performance conform to District standards, policies and procedures.
- Prepares reports accurately and in a timely manner, including but not limited to incident reports, training reports, supply requisitions and reports concerning the use and condition of apparatus, related equipment, and supplies.
- Instructs and drills crew members in firefighting and emergency medical service techniques to ensure minimum company standards are maintained.
- Evaluates the performance of assigned personnel in accordance with policy.
- Maintains station logbook and run logbook.

**MINIMUM QUALIFICATIONS:**

- 18 years of age or older
- High school diploma or G.E.D. equivalent
- Valid Arizona Driver's License
- Minimum of 3 years as a full-time Firefighter with Tubac Fire District
- Arizona Firefighter I and II certification or equivalent
- Arizona or National Registry Certified Emergency Paramedic
- Current CPR certification for healthcare providers
- Current ACLS certification
- Current PALS certification
- Hazardous Materials First Responder certification
- Completion of Leadership I, II, III or equivalent
- Completion of Fire Strategies and Tactics
- Prior experience serving as a Mentor/Preceptor for Paramedic students
- Speak, read, and write the English language
- Meet TFD physical standards
- Meet insurability requirements of the District's insurance carrier

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

- Fire suppression and prevention principles,
- Fire behavior and characteristics
- Emergency Medical and rescue techniques and their applications.
- Fire salvage and overhaul operations.
- District geography, streets and water supply locations.

**Ability to:**

- Apply standard firefighting and emergency medical techniques
- Follow verbal and written instructions

- Function effectively in emergency situations
- Handle the arduous physical requirements of the job under stressful and adverse conditions
- Take effective decisive actions under stressful and adverse conditions
- Effectively communicate in both written and verbal formats
- Work cooperatively with other employees and members of the public.

**PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by all personnel to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions.

The position requires the individual to meet NFPA and OSHA standards for the wearing of self-contained breathing apparatus. While performing the duties of this job, personnel are frequently required to stand, sit, walk, talk, hear, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms. Personnel are frequently required to climb or balance, stoop, kneel, crouch, crawl, and smell. Personnel must be able to frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those personnel encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office, vehicle or outdoor setting in all weather conditions, including temperature extremes at all times of day and night. Work is often performed in emergency and stressful situations. Personnel are exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. Personnel occasionally work near moving mechanical parts and in high, precarious places and are occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between the District and employee and is subject to change by the employer as the needs of the District and requirements of the job change.*