

TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT

16055 Old Forest Point, Suite 103

Monument, CO 80132

POSITION DESCRIPTION



Position Description

EMS Paramedic

Position Title: Paramedic

Agency Division: Operations

Pay Grade: 3P-5P (non-exempt)

Employment Status: At-Will

Reports to: Shift Officer

Job Summary:

Paramedics respond to emergency calls as a member of the Fire Department’s emergency response team to perform first aid and transport services. Additionally, they assist the public with non-emergency requests or complaints, emergency medical education, and perform minor repairs and maintenance on facilities, apparatus and equipment.

Essential Duties and Responsibilities:

- Provide first aid and life support needs for sick and injured persons. Administer, manage and control patient care, at the ALS level, on an emergency medical scene and during transport until patient care is transferred to someone of equal or higher medical certification.
- Respond to emergent and non-emergent requests for assistance concerning fire, hazardous materials, rescue, injury and illness, emergency medical prevention activities and firefighter support activities.
- Oversee medical equipment and ensure proper amounts of medical supplies, inventory, ordering, medications and development of related EMS policy/procedures. Accountability for controlled medications per EMS policy/procedures.
- Provide budget oversight and input related to the current EMS service model.
- Develop and deliver EMS training to include continuing education.
- Liaison to the hospital and physician advisor.
- Provide research and development for EMS related services.
- Establish and maintain EMS Quality Assurance/Quality Improvement for all EMS related functions including reporting and billing.
- Complete necessary forms, records and reports medical reports, equipment records, and others.
- Participate in fire training activities, including firefighting support in non-immediate danger life and health environments, disaster response, emergency medicine, and other related areas.
- Perform routine building and grounds maintenance and custodial work at the fire station
- Perform related duties as assigned.

Supervision Received and Exercised:

The Paramedic works under the guidance of the Company Officer and department Battalion/Division Chiefs.

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Education and Experience Requirements:

- High School Diploma or G.E.D.
- Hold and maintain a valid Colorado Driver's License.
- Hold and maintain a CDPHE EMT-Paramedic, ACLS, PALS, and CPR certification (minimum).
- Possess ICS-100, ICS-200 ICS 700, ICS 800, within 6 months of hire.
- Hold and maintain CDFPC Driver/Operator Utility or equivalent within 6 months of hire.

Knowledge, Skills and Abilities:

- Thorough knowledge of emergency medical services, local ems protocols, record keeping and department administration.
- Maintain effective, clear and persuasive oral and written communications skills.
- Practice Conflict resolution and cooperation skills.
- Develop and maintain productive relationships with officials, community groups, advisory boards, the news media, and the general public.
- Perform the technical aspects of assigned specialty.
- Provide instruction to civic groups, school children and others regarding emergency medical services and prevention.
- Prepare displays, teaching materials and make oral presentations.
- Operate assigned equipment required to perform specific tasks.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Work independently with little or no supervision.
- Work courteously and tactfully with customers and employees.
- Take proper safety precautions, anticipate unsafe circumstances, and act accordingly to prevent accidents. Responsible for safety of self, others, materials and equipment. Use all safety equipment and wear appropriate Personal Protective Equipment.
- Identify potential medical hazards.
- Maintain acceptable fitness standard.
- Maintain current required certifications.
- Perform duties of a paramedic and related duties as assigned.

Physical Demands:

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- This position requires work in a variety of locations and conditions, including but not limited to, the fire station and other similar work areas as well as emergency scenes of every type.
- Strenuous physical activity under extreme adverse conditions will be required periodically.
- This position requires standing, running, walking, sitting, kneeling, stooping, bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping, digging, spraying, reaching over head, reaching away from the body and repetitive motion.

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- Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
 - The employee may be required to push, pull, lift, and/or carry up to 50 pounds.
 - Work may result in exposure to high noise levels requiring the wearing of hearing protection.
 - Work may periodically require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl.
 - The employee may be required to work in outside weather conditions, in wet and/or humid condition, cold to below freezing, or in high, precarious places, near moving mechanical parts, near fumes, airborne particles, and/or toxic or caustic chemicals, near risk of electrical shock and/or vibration.
 - Work may result in exposure to infectious diseases or illness, such as Hepatitis A, B, or C, HIV, tuberculosis, small pox, etc.
 - This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
 - This position will involve periods of high physical, mental/or emotional stress in probable traumatic situations.