

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Paramedic (Reserve)

Pay Class: Fire Reserve

FLSA Non-Exempt

DEFINITION

Under the general supervision of a Fire Captain or “Officer-in Charge (OIC),”, staffs ambulances in the protection of life and property, operates and maintains ambulances; supervises ambulance operations while on emergency calls; and performs other duties as assigned.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Provides treatment for victims at the scene of an emergency and during transport to a hospital via ground and/or air ambulance.
- Renders Advanced Life Support (ALS) services consistent with Fresno County Emergency Medical Technician-Paramedic policies and procedures.
- Maintains records and makes reports concerning emergency medical care procedures and billing.
- Effectively operates at appropriate levels in the Incident Command System (ICS) used by the City of Coalinga.
- Operates communication equipment on vehicles and/or in stations.
- Participates in the maintenance and repairs of all department apparatus, equipment, radios, facilities, buildings and grounds, alarm systems and office equipment.
- Completes department records and prepares reports.
- Answers general questions from the public; assists in community projects and programs.
- Wears a uniform; maintains a clean and neat appearance.
- Performs other duties as required.

QUALIFICATIONS

(1) Required Qualifications

Education: High school diploma or equivalent.

Experience: None required.

Licenses: Valid State of California Drivers License, Class C; must be

insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Certifications:

Must possess California State Paramedic Certification; must be able to obtain the Fresno County Certification as a Paramedic within 30 days of appointment and maintain Fresno County's Paramedic certification as a condition of continued employment.

Other:

Must be 18 years of age at time of appointment; be a U.S. citizen or legal resident alien; and pass a thorough background investigation, psychological evaluation and physical examination with drug test.

(2) Desirable Qualifications

Experience:

One year experience providing Advanced Life Support level care in the prehospital setting.

NOTE: It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.

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KNOWLEDGE, SKILLS AND ABILITIES

NOTE: The following are a representative sample of the KSA's necessary to perform essential tasks of the position.

Knowledge of: The organizational structure of the department; geographical configurations and characteristics of the response districts; department operating procedures for administration, emergency operations, incident management systems; working knowledge of appropriate methods of patient care used within the EMT scope of practice, safe driving procedures; basic mechanics; English usage, spelling, grammar and punctuation; principles and procedures of recordkeeping; and techniques used in dealing with the public.

Skill and Ability to: Analyze the potential threat to life and property; administer first aid, advanced life support and CPR; use, maintain and service emergency medical equipment, radios, pagers and telephones. Learn city streets and addresses. Comply with all applicable traffic laws while maintaining a safe response at speeds appropriate to road, traffic and weather conditions. Understand and follow oral and written directions. Communicate effectively in written and verbal form. Keep accurate and orderly records; complete forms and reports; maintain confidentiality of sensitive information and documents; and establish and maintain effective working relationships with supervisors, peers, subordinates and the general public.

ATTITUDE

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

NOTE: The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.

Perform work within the station environment and outdoors in a life threatening, hostile environment during emergency operations; lift and carry heavy equipment. Must be able to lift and carry people, such as half (1/2) of the weight of a gurney weighing 81 pounds plus the average weight of a male adult weighing 196 pounds plus the 02 unit (bag) weighing 25 pounds for a total weight of 151 pounds. Endure periods of extreme heat and physical exertion. Ability to stand, sit, walk, talk and hear; climb, balance, stoop, kneel, crouch, crawl and smell; use hands and fingers to handle and operate objects, tools, controls, etc; reach with hands and arms; and perform frequent, repetitive motions with hands, wrists and arms. Mental application uses memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Individual must exercise good judgment and be flexible and sensitive in response to changing situations and needs.

Approved by: _____
Marissa Trejo, City Manager Date