

# GOLDER RANCH FIRE DISTRICT

## EMPLOYEE JOB DESCRIPTION

**Position/Rank:** Paramedic

**FLSA:** Non-Exempt

**Reports To:** Fire Captain

**Status:** Full-Time

**Supervises:** Non-Supervisory Position

**Safety Sensitive:** Yes

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### Primary Function

The primary function of the Paramedic is to respond to fire, medical, and other emergent and non-emergent alarms, from assigned apparatus. Individuals in this position often perform under conditions requiring strenuous physical exertion. Major elements of the Paramedic's job responsibilities include participation in supervised drills, training in firefighting, and CEP skills. Other elements include routine maintenance of equipment and apparatus, routine care of buildings and grounds, as well as public education activities. On occasion, employees in this classification may be responsible for the management of all company programs and the supervision of assigned fire companies and equipment at the scene of the fire, until relieved of command, by an officer of higher rank.

### Principle Duties and Responsibilities

- Responds to fire, medical and health care situations. Assumes lead role when appropriate in the delivery and direction of medical care and on other emergency and non-emergency calls.
- Examines patient to assess nature and extent of illness or injury to establish and prioritize medical procedures relative to the district's administrative orders.
- Coordinate and administers initial treatment at emergency scenes.
- Administers advance life support care to sick and injured persons in pre-hospital setting as authorized and directed by physician.
- Communicates with physician and other medical personnel 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 airway procedures to assist patient ventilation.
- Interprets, and treats as necessary, cardiac arrhythmias.
- Observes, records, and reports to physician patient's vital signs, condition and reaction to drugs, treatments, and significant 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.
- Completes biennial recertification process as set forth by the EMS section, Base Hospital and Arizona Department of Health Services.
- Acts as a preceptor for Paramedic students. Preceptors must meet the State of Arizona requirement of two (2) years in certification, and be authorized to act as a preceptor by the EMS Division.
- Complies with rules, policies and procedures set forth by the District, Base Hospital, and Arizona Department of Health Services.
- Identifies emergency medical problems and performs prescribed treatment as outlined by established protocol.
- Assist EMS Division in QA of Patient Care Reports (PCRs), inventory control, stocking, requisition of EMS supplies, and prepare assigned ambulance for annual DHS inspection.

- Performs Fire Code enforcement duties and public safety education.
- Performs all activities necessary to suppress and extinguish fires.
- Removes individuals from dangerous or hazardous situations.
- Maintains fire station and grounds, apparatus assigned to the District and other related emergency equipment.
- Conducts pre-fire planning surveys and orientation.
- Drives and operates select emergency apparatus.
- Operates fire pumps, water tankers, and other specialized apparatus/tool.
- Makes minor repairs and adjustments to equipment.
- Participates in PAT, as outlined in the District SOP's.
- Attends training sessions and drills.
- Performs other duties as assigned.

### **Knowledge, Skills and Abilities**

- Knowledge of modern firefighting methods and procedures.
- Knowledge of basic or advanced life support/ rescue methods.
- Knowledge of basic fire prevention and arson detection.
- Familiarity with automotive mechanics and fire pump principals.
- Knowledge of fire service hydraulics.
- Work at heights greater than ten (10) feet.
- Bend or stoop repeatedly or continually over time to perform emergency medical services, or perform duties on the fire ground.
- Perform duties requiring frequent pulling of forty (40) pounds or more, such as removing hose from apparatus, pulling ceilings, starting power equipment, and opening doors on the apparatus.
- Develop and implement an initial action plan given size-up information, available resources, and deployment of resources to control the emergency.
- Documentation of records, reports, and logs in accordance with district policy and procedures.
- Ability to plan, organize and implement duties and assignments on scene and in the station.
- Apply safety regulations at the company level using district safety policies and procedures.
- Knowledge of the supervisor's role with personnel management.
- Lift arms above shoulder level to cut vent holes with an axe or to force entry into automobiles using specialized tools.
- Use Self-Contained Breathing Apparatus (SCBA) and protective clothing to prevent exposure to hazardous materials and infectious diseases.
- Ability to communicate orally with customers, clients or the public in face-to face, one-on-one settings.
- Understand and follow oral and written instructions in the English language.
- Learn job related material through structured lecture and reading and through oral instruction and observation. This learning takes place in both a classroom setting and in an on-the job training setting.
- Knowledge and ability to use a wide variety of power and manually operated tools for firefighting and rescue operations.
- Ability to establish and maintain effective and cooperative working relationships with coworkers, members of outside agencies and the general public.
- Ability to work cooperatively with other employees, members of outside agencies and the public.
- Ability to work safely without presenting a direct threat to self or others.
- Ability to make safe, effective and split second decisions in a high stress environment.
- Maintain "fit for duty" status.
- Knowledge of District geography and boundaries.
- Knowledge and compliance of District policies and procedures.
- Perform other assigned duties as needed or directed.

**Minimum Qualifications:**

- High school diploma or GED equivalent.
- Arizona State Certified Fire Fighter I and II certification or equivalent certification from IFSAC, ProBoard, or member of any fire service organization that provides automatic aid with GRFD, with the ability to obtain reciprocity with the Arizona Center for Fire Service Excellence.
- Ability to obtain Basic Wildland Firefighter certification, upon completion of probationary year.
- Ability to obtain Hazardous Materials First Responder Operations Level certification, upon completion of probationary year.
- Current Arizona State EMCT-Paramedic certification.
- Current CEP certifications (ACLS, BLS and PALS, or equivalent)
- Current Healthcare Provider, or equivalent, level CPR certified.
- Must possess and maintain a valid Arizona driver's license with acceptable driving record.

**Preferred Qualifications:**

- Associate of Science/Arts Degree in Paramedicine, Fire Science Management, Public Administration, Business Administration or related field from an accredited college or university recognized by the U.S. Department of Education an accredited college or university recognized by the Department of Education.
- Two years of Paramedic experience.



# GOLDER RANCH FIRE DISTRICT

## Physical Requirements/Working Conditions Job Title: Paramedic

Physical Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Repetitive Motion	Repeating movements of arms, hands, wrists, fingers			X	
Talk	Express or exchange ideas verbally				X
Hear	Perceive sound by ear				X
See	Obtain impressions through the eye				X
Kneel	Bend legs at knee, come to rest on knees		X		
Crouch/Squat	Bend body down and forward, bending legs and spine		X		
Crawl	Move on hands, knees, and feet			X	
Climb	Ascend/descend ladders, stairs, ramps		X		
Sit	Sit			X	
Stand	Stand			X	
Walk	Move about on foot; average distance per shift 3-5 miles		X		
Bend/Stoop	Bend downward and forward by bending spine at waist		X		
Lift	Raise or lower object > 10 lbs. from one level to another			X	
Lift	Raise or lower object > 25 lbs. from one level to another		X		
Carry	Transport an object			X	
Push	Press with steady force, thrust objects forward, downward, outward		X		
Pull	Drag or tug objects		X		
Turn/Twist	Move a body part in circular motion		X		
Balance	Exceeding ordinary body equilibrium		X		
Reach	Extend hands and arms in any direction			X	
Handle	Seize, hold, turn with hands			X	
Distinguish Color	Ability to distinguish color			X	
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand			X	
Grasping	Applying pressure to an object with the fingers and palm			X	
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture			X	
Mental / Cognitive Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas				X
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas			X	
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing			X	
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols		X		
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations			X	
	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations			X	

Environmental Conditions	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes		X		
	Subject to outside environmental conditions – no effective protection from weather		X		
	Activities occur inside and outside				X
	Subject to extreme cold (typically below 32°)		X		
	Subject to extreme heat (typically above 100°)			X	
Atmospheric Conditions	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation		X		
	Worker is required to wear a respirator		X		
Noise	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level			X	
Vibration	Exposure to oscillating movements of the extremities or whole body		X		
Hazards	Proximity to moving mechanical parts, moving vehicles, electrical current			X	
	Working on scaffolding and high places		X		
	Exposure to chemicals		X		
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids		X		
	Worker is required to function in narrow aisles or passage ways		X		
	Worker is exposed to infectious diseases			X	
	Worker is required to function around prisoners or mental patients		X		

### Physical Requirements Checklist

**SEDENTARY**

- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
- Sitting most of the time.

**LIGHT**

- Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
- Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.

**MEDIUM**

- Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**HEAVY**

- Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

**VERY HEAVY**

- Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

*This job description is intended to indicate the basic nature of the position(s) allocated to this class and examples of typical duties that may be assigned. It does not imply that all positions within this class will perform all the duties listed, nor does it attempt to list all possible duties that may be assigned.*

*This job description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer as the needs of the employer change and/or requirements of the job-related duties expand or are updated.*

Approved by: \_\_\_\_\_  
Hiring Authority Signature and Date

Employee: \_\_\_\_\_  
Employee Signature and Date

Date of Origin: 05/10/02  
Last Modified: 10/26/21