



## AUSTIN COUNTY EMERGENCY MEDICAL SERVICE JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>PARAMEDIC</b>
<b>DEPARTMENT:</b>	<b>EMERGENCY MEDICAL SERVICES</b>
<b>SUPERVISOR:</b>	<b>DIRECTOR, DEPUTY DIRECTOR, EMS CAPTAIN, EMS LIEUTENANT</b>
<b>SUPERVISES:</b>	<b>ALL PERSONNEL OF LOWER RANK</b>
<b>JOB SUMMARY:</b>	Provides emergency medical care and community education to the citizens of Austin County. Follows all established standards and procedures set forth by policy and procedures, and physician direction by written protocol / standing orders, radio, telephone or personal interaction. Participates in planning and implementation of programs or objectives for own work group.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responds to requests for emergency medical service.
- Assesses patient's medical needs and provides medical care on location as needed per established guidelines/ protocols/ standing/ written or verbal orders as Texas state certification level and department policy allows.
- Transports patients to appropriate facility determined by protocols, patient condition and ACEMS policy.
- Maintains inventory of supplies and equipment in ambulance and squad.
- Maintains condition of ambulance, squad and station.
- Prepares necessary reports and paperwork as required in timely fashion and complete per department policy.
- Signs for and is held accountable for equipment and supplies used.
- Maintains district maps and updates as needed.
- Assists in training new employees.
- Assists in precepting students and third-party riders per department guidelines.
- Assists other employees with their duties
- Reviews work of other employees who are under direct supervision.
- Ensures established standards are maintained by other employees.
- Assign duties to others as required.

**NOTE:** 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. In addition, any task requested by a supervisor while legal and moral must be carried out to the best of the employee's ability.

**Job Title: Paramedic**  
**Department: Emergency Medical Service**

**MINIMUM JOB REQUIREMENTS:**

- a) Knowledge** High School Diploma / GED; Texas Paramedic Certification or license
- b) Experience** 5 years job related experience at Paramedic Level.
- c) Skills and Activities** Strong verbal and written communication skills, strong organizational skills, strong interpersonal skills, and ability to deal effectively with the public and other employees
  
- d) Special Requirements** Valid Texas Driver's License; may be subject to 24-hour emergency call and recall.
- e) Evaluations** Obtain and maintain accumulated score of 34 or above on Performance Appraisal Form. See Attached Form.
  
- f) Equipment Used**
  - Telephone
  - Medical Equipment on Squad and Ambulance
  - 2-Way Radio
  - Audio and Video Equipment
  - Cleaning Equipment
  - Maintenance Tools
  - Truck Washing Equipment
  - Haz-Mat Material
  - Map Book
  - Computer
  - Typewriter
  - Calculator

**CONTACTS:**

Job requires daily contact with hospital staff, fire personnel, police personnel, and co-workers in person, on the telephone, or radio to exchange information and provide service.

Job requires frequent contact with department employees, outside community organizations, and the general public in person and on the telephone to exchange information and provide service.

**PHYSICAL DEMANDS:**

Duties required: Daily use of hands and/or fingers to grasp, handle, pick-up, pinch, type or feel, reaching with hands and arms, standing, walking, sitting, listening, and lifting of objects up to 10 pounds. Frequent stooping, kneeling, crouching, crawling and talking. Occasional climbing or balancing and lifting of objects up to and over 100 pounds, close vision, distance vision, ability to distinguish color, peripheral vision, depth perception, and ability to focus adjust focus. Lifting and moving of patients from a variety of positions and locations, some of which may be combative.

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**EXPOSURES:**

Employee might face a variety of hazards on a daily basis including but not limited to the following:

- a) Environmental** Employee will be responding to calls for assistance, both night and day, in a variety of weather conditions including heat, cold, high winds, thunderstorms, tornadic storms, snow and ice.
- b) Medical** Employee might risk exposure to a variety of medical conditions that are transmittable by several routes, including but not limited to direct contact and airborne means.
- c) Psychological** Employee might be exposed to a variety of situations which could possibly lead to emotional or psychological stress.
- d) Physical** Due to the uncontrolled environment the employee might be subjected to, there is a risk of personal injury, either accidental or intentional while performing normal job duties.

**SUPERVISION REQUIRED:**

Uses independent judgement within established guidelines.

Needs assistance only for unusual, non-routine situations.