



## CITY OF PLEASANT VALLEY JOB DESCRIPTION

<b>Title:</b>	<b>Single Role Medic</b>	<b>Date:</b>	July 2022
<b>Department:</b>	Fire – EMS Department	<b>Pay Grade:</b>	108
<b>Reports To:</b>	Supervisor on duty	<b>FLSA Status:</b>	Non- Exempt

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### POSITION SUMMARY

The Single Role Medic performs duties, both in emergency and non-emergency situations providing leadership and responsibility for patient care at emergency medical scenes and advanced life support care as required and defined by medical protocol.

### ESSENTIAL FUNCTIONS

*The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.*

1. Complete all reports and billing information as required for ambulance response following the guidelines.
2. Perform advanced life support care as required and defined by medical protocol.
3. Provides pre-hospital advanced life support care from initial contact until patient care is relinquished to the accepting medical facility maintaining thorough patient care documentation.
4. Obtains information from persons involved, examines victims, and determines nature, extent, and magnitude of illness or injury to establish emergency medical procedures to be followed or need for additional assistance.
5. Communicates with professional medical personnel at emergency treatment facility to obtain instructions regarding treatment and to arrange for reception of victims at medical facility.
6. Lifts, carries and transports injured, sick, or incapacitated persons from residential or accident scenes to medical facilities.
7. Operates life support equipment such as bag valve masks resuscitators, EKGs, and external defibrillators.
8. Carry out diagnostic, and emergency treatment procedures during ambulance transport, including airway management, heart monitoring and suction.
9. Inspects specially equipped emergency medical vehicle, cleans equipment to ensure its safe operation, and replenishes supplies, fuel and fluids.
10. Conduct one's self in a mature, professional and courteous manner at all times.
11. Other duties as assigned.

## **MINIMUM REQUIRED QUALIFICATIONS**

### **Education and Licenses/Certifications:**

- Have and maintain State of Missouri EMT-Paramedic License.
- Have and maintain State Driver's License.
- High school diploma or equivalent.
- Possess and maintain BLS, ACLS and PALS certifications.
- Previous Paramedic experience required.

## **OTHER QUALIFICATIONS**

- Must successfully pass Pre-employment and Post-Offer Testing, including a background investigation, physical and drug screen. Failure to pass these will result in the employment offer being revoked.

## **REQUIRED JOB COMPETENCIES**

- Knowledge of working with medical equipment and devices.
- Ability to meet physical requirements such as kneeling, bending and lifting patients.
- Ability to use GPS and GIS data relating to landmarks, roads, and businesses.
- Ability to think and act quickly, accurately and calmly in emergency/stressful situations and handle traumatic details/information related to calls for service.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability and skill to make appropriate decisions quickly.
- Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
- Knowledge of computer software consistent for this position.
- Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
- Ability to define problems, exercise sound judgment, and address a variety of situations.
- Ability to maintain professionalism and confidentiality at all times.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
- Ability to establish and maintain effective working relationships with others.
- Ability to work the allocated hours of the position.

## **PHYSICAL AND WORK ENVIRONMENT**

*The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.*

- Must be able to pass physical agility test.
- Good physical stamina, endurance and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry and balance at times.
- Must be able to lift, drag, hoist and carry different types of equipment and other objects.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has exposure to environmental conditions.
- May require communicating with persons who are hostile, aggressive, abusive or violent, posing threatening conditions.

*Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**EMPLOYEE ACKNOWLEDGMENT**

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary, and this document supersedes all prior descriptions. I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description, from time to time. I understand that this does not constitute an employment agreement.

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Employee Signature

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Date

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Employee Printed Name