

Ada County  
Job Description

**PARAMEDIC**

**Department:** Emergency Medical Services  
**Reports To:** Supervisor  
**Class Code:** 728  
**EEO Category:** C

**Pay Band:** 050  
**FLSA Status:** Non-Exempt  
**Classified**

**GENERAL STATEMENT OF DUTIES:** Provides Advanced Life Support including medical evaluation, treatment and stabilization of the critically ill and injured; responds to emergency rescue situations involving potential loss of life or bodily injury; maintains control, manages and directs patient care at the scene of a pre-hospital emergency; provides training and instruction to lesser trained personnel; performs other duties as required. The position is located in the Ada County Emergency Medical Service (EMS) unit.

**PRIMARY JOB RESPONSIBILITIES:**

- Provides and directs fast, efficient Advanced Life Support to the ill and injured utilizing all basic and advanced abilities and techniques, including but not limited to the placement of peripheral, central and intra-osseous lines, esophageal obturator airways, endotracheal intubations, cricothyrotomies, pericardiocentesis, thoracentesis, fluid and drug therapy, cardiac monitoring and EKG interpretations, defibrillation, and cardioversion;
- Recognizes and understands a medical emergency and makes reasonable and acceptable differential diagnosis;
- Performs critical physical examinations;
- Recognizes common cardiac dysrhythmias and understands the principles and treatment modalities for life threatening dysrhythmias;
- Understands and anticipates the pharmacological treatment of critically ill and injured patients;
- Understands and anticipates potentially life-threatening sequelae of non-cardiac emergencies and institutes appropriate emergency therapy where essential for the preservation of life;
- Deals with medical and emotional needs of any victim of acute illness or injury with the goal of reducing mortality and morbidity;
- Responsible for managing and directing all first responders at the scene of a medical emergency such as QRUs, Police Departments, and EMTs;
- Responsible for quality patient-care as established by the Department;
- Files standardized reports of patient information and care for the use of receiving hospital and administration, including nature of request for aid, pertinent past history, therapy provided diagnosis, disposition and sufficient patient information for billing purposes;
- Maintains effective communication with physician on duty at hospital to relate patient condition and obtain orders for treatment;
- Follows standard written protocols when a physician cannot be contacted;
- Transports the ill and injured to institutions of medical care;
- Operates emergency vehicles in a safe manner under all conditions;
- Cleans and maintains equipment;
- Properly completes patient statistics and medical information forms for administrative use;
- Performs technical rescues in removing victims from varied terrain and circumstances; and
- Follows standard operating policies and procedures as developed and interpreted by the Director.

**ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- Cleans and maintains (minor maintenance) vehicles;
- Cleans and maintains living quarters;
- Maintains records of vehicles, supplies, training and daily work; and
- Performs other related duties as assigned.

**JOB SPECIFICATIONS:**

- Must have successfully completed a paramedic-training course meeting or exceeding the DOT standards (500 hours minimum didactic, 200 hours infield internship);
- Must have a least one-year of infield pre-hospital emergency medical care experience;
- One year of experience as a Paramedic preferred;
- Knowledge of the street systems, addresses and physical layout of Boise City and Ada County;
- Knowledge of the rescue equipment and the emergency medical equipment used in Advanced Life Support;
- Ability to perform technical medical skills with a high degree of accuracy;
- Ability to understand and effectively deal with emotional and medical needs of victims of injuries, acute illnesses, or psychological emergencies;
- Ability to maintain a professional and objective approach to the care of ill or injured persons;
- Ability to learn new concepts in rescue and medical skills and techniques and in pre-hospital care;
- Ability to perform a variety of limited mechanical work involved in the use, testing and maintenance of rescue and medical equipment;
- Ability to direct the work of and teach other personnel;
- Ability to understand and follow verbal and written instructions and orders;
- Ability to maintain a professional attitude when representing the Department;
- Ability to establish and maintain effective working relationships with other employees, assisting agencies, hospital personnel and the general public;
- Ability to drive and operate emergency ambulance units;
- Ability to author reports with narrative and numeric information.

**OTHER REQUIREMENTS:**

- Must maintain a high degree of academic and practical knowledge in emergency paramedicine, and must attend sufficient continuing education classes, courses and seminars both on and off duty to maintain annual paramedic certification, as required by the State of Idaho.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

- The incumbent is required to operate emergency medical vehicles, move medical equipment and extract injured persons from a wide variety of situations involving vehicular, industrial and residential accidents, injuries or illness occurring anywhere in Ada County;
- At times the work requires movement over various types of terrain, (hilly, steep, rocky, rough, and/or wet/slippery surfaces);
- The incumbent at all times must be able to carry or help carry someone from the site of the injury to the mode of transportation (vehicle/helicopter) and ride with the injured party to the hospital.
- The incumbent must see, hear and communicate with the injured party in order to perform a physical assessment of the injured party,
- The work is shift work with mostly 24-hour shifts involved.
- Paramedics generally work 48 hours per week, as assigned.
- Paramedics will be issued and must wear Department issued uniforms while on duty and be responsible for the maintenance and cleaning of both dress and safety uniforms, as well as all issued equipment.

- Required to carry a Department issued pager at all times in order to receive immediate notification of a disaster or multiple casualty incidents.

\*\*Due to the EMS Department's attempt to create a relatively smoke-free environment for those employees who choose not to smoke because of their growing concern for their health and welfare, applications from non-smokers only will be considered for employment. Applicants must be non-smokers for at least 11 months prior to applying.

**DISCLAIMER:**

To perform this job successfully, an individual must be able to perform the primary job responsibilities satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Adopted: 12/92; M. May

Revisions: 1/95; 8/99; M. May, 6/01;M. Geist; 1/06 D. Doering