



City of Tempe

EMERGENCY PARAMEDIC

JOB CLASSIFICATION INFORMATION				
<i>Job Code:</i>	051		<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Fire		<i>Salary / Hourly Minimum:</i>	\$15.944712
<i>Supervision Level:</i>	Non-Supervisor		<i>Salary / Hourly Maximum:</i>	\$21.367308
<i>Employee Group:</i>	FNS		<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified		<i>Market Group:</i>	Emergency Paramedic
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i>	Protective Service

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
 Works under the direct supervision of a Fire Captain with functional supervision provided by the EMS Transportation Coordinator.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	One year of paramedic experience is preferred.
<i>Education:</i>	High school diploma or GED equivalent.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Must possess and maintain a valid driver’s license. • Current Arizona Emergency Paramedic certification; ACLS, PEPP and CPR certifications.

ESSENTIAL JOB FUNCTIONS
 Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
 To actively support and uphold the City of Tempe and Fire Department stated mission and values.

OTHER DUTIES AS ASSIGNED
 Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Provide Emergency Medical Services (EMS) treatment and transportation in accordance with Arizona laws, Arizona Department of Health Services (DHS) rules and regulations, regional protocols, Tempe Fire Department policies and procedures, and base station medical direction.
- Prepare EMS reports accurately and in a timely manner, showing proficiency with patient care reporting software.
- Administer emergency medical care utilizing accepted guidelines of basic and advanced life support procedures in treating the sick and injured; examine victims and communicate physical assessment findings to base hospital physicians.
- Perform cardio-pulmonary resuscitation and endotracheal intubation; apply various splints, backboards and cervical collars.
- Administer various intravenous solutions and parenteral drug injections, inventory and request necessary medical and drug supplies.
- Operate a variety of medical equipment including suction units, pulse oximeters, laryngoscopes, cardiac monitors, defibrillators, oxygen administration equipment.
- Maintain minimum inventory/stock of EMS equipment and supplies.
- Participate in EMS training programs, community service/public safety education events, and other related programs.
- Interact with, support, and assist Tempe Fire Department members as directed within chain-of-command.
- Meet required continuing education requirements.
- Maintain positive working relationships with other agencies, City of Tempe employees and the public.
- Abide by all City rules and regulations as well as department policies and procedures in carrying out duties and responsibilities of the position.
- Support firefighting crews in performing non-firefighting related duties (i.e. rehabilitation sector, medical assistance, etc.). Develop an understanding of emergency scene operations and the Incident Command System.
- Perform other duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn

Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<i>Effective August 2008</i>