



## JOB DESCRIPTION

**POSITION:** PART TIME PARAMEDIC  
**DEPARTMENT:** FIRE  
**REPORTS TO:** FIRE CHIEF

**CIVIL SERVICE:** NO  
**FLSA STATUS:** NON-EXEMPT  
**PAY GRADE:** TBD

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### SUMMARY:

Administers pre-hospital emergency care to the level of certification recognized by the State of Iowa, Bureau of Trauma Services. All patients in need of care or requesting assistance will be treated with compassion and professionalism. It is imperative that members make all necessary medical decisions per their state certified scope of practice. All members will be capable of being the lead medic at any incident and working as a team member within the emergency response system that the City of Indianola provides. Members will work within the Incident Command System.

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### SUPERVISES:

N/A

### EQUIPMENT USED:

Vehicles, standard office equipment, and other powered equipment to perform a variety of job requirements.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES:

**The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- Responds to the scene of Fire and EMS related emergencies to save lives, property, and preserving the environment.
- Performs fire suppression and EMS duties using related equipment as required, under the direction of the Fire Department's structure (chain of command), and Fire Department Standard Operating Guidelines.
- Performs appropriate, Basic and Advanced levels of pre-hospital care for sick and injured patients, per protocols at the direction of the Indianola Fire Department Medical Director.
- Operate hand tools, power tools, and rescue equipment in an emergency environment while participating in the overall operations.
- Actively participates in the fire department's training program to develop skill proficiency in fire and ems related duties.
- Drives and operates apparatus, ambulances, and other city vehicles in a safe and professional manner.
- Performs fire pre-plans, and participates in public safety inspections and education programs.
- Participates in hydrant and water flow tests.
- Participates in public safety education programs, examples; station tours, school visits, fire safety, and ems related classes.
- Firefighting related activities would only be performed and expected if the individual is certified to Firefighter II.

- Follows OSHA procedures to ensure safety policies and procedures are enforced for the protection of the crews, co-workers and public.
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#### **MINIMUM QUALIFICATIONS:**

- High school diploma or GED
  - Good social and communication skills to operate during emergency events.
  - Must be able to carry out oral and written instructions.
  - Ability to make comprehensive decisions in stressful situations.
  - Must be professional and respectful to visitors, community members and fellow employees.
  - Must possess a professional-level of moral character.
  - Must be trustworthy and capable of maintaining protected health information confidential and department related issues authentic.
  - Must provide quality pre-hospital care to all patients always.
  - Must possess a valid Iowa Class-B, CDL license.
  - Must have a good driving record, and meet any requirements the City's insurance carrier may require.
  - Must maintain current Iowa EMS certification and be in good standing with the Iowa Bureau of EMS (BETS) to provide patient care in Iowa.
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#### **ENVIRONMENTAL CONDITIONS:**

Work is performed inside and/or outside and includes being exposed to hazards generally associated with the Fire/EMS profession. Individuals will participate in situations requiring basic to advanced pre-hospital care involving fire, hazardous materials, medical emergencies and extrication events.

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#### **PHYSICAL REQUIREMENTS:**

- Must be in good physical condition, capable of working for long periods in extreme environmental conditions.
  - Appropriate mobility for climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, and repetitive motions.
  - Sitting approximately 60 percent of the time.
  - Standing approximately 20 percent of the time.
  - Walking approximately 20 percent of the time.
  - Requires the exertion of up to 10 pounds of force routinely.
  - Greater than 100 pounds of force frequently to lift or otherwise move objects.
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#### **VISION REQUIREMENTS:**

The minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, and operations in low to poor lighting conditions. In compliance with NFPA 1582, vision portion.

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**EQUAL OPPORTUNITY EMPLOYER:**

The City of Indianola is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

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The City of Indianola reserves the right to change this job description at any time.

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**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge receiving a copy of my job description. I understand the requirements, essential functions and duties of my position. I understand that should I have any questions regarding my position, I should ask my supervisor or human resources.

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Print Name

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Signature

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Date