

JOB DESCRIPTION
CITY OF VIRGINIA

Date Updated Approved by

Bargaining Unit **Non-Bargaining**

- I. **TITLE:** EMT/Paramedic
- II. **RATE OF PAY:** As per Bargaining Unit MOU
- III. **REPORTS TO:** Fire Chief
- IV. **RESPONSIBILITIES** (not meant to be inclusive of all duties to be assigned):
1. Respond to emergency medical calls. This involves rendering aid to victim(s) as required in accordance with department policy and medical direction.
 2. Rescue individuals from motor vehicle collisions and other emergency situations. Administers medical aid to injured persons as required.
 3. Clean and prepare equipment. This includes refueling vehicles, recharging air tanks, washing ambulances, and other work needed to return vehicles and equipment to ready status.
 4. Assist in inspecting, maintaining, and repairing, as necessary, all EMS related equipment. This includes completion of proper checklists and reports of damaged and improperly functioning equipment.
 5. Maintain facilities and perform housekeeping duties as directed. This includes building and grounds maintenance, sweeping and washing floors and walls, cleaning living areas, and performing minor repairs as needed and assigned.
 6. Assist in public education duties as assigned.
 7. Assist in medical training. This includes providing classroom education for EMS subjects as directed.
 8. Maintain and improve rescue and medical care skills. This includes attending training sessions, studying material on hazards, rescue methods, and maintaining familiarity with City streets and all department equipment.
 9. Shall maintain all EMT or Paramedic-related skill levels and certification in accordance with the laws of the State of Minnesota.
 10. Keep supervising officers advised of medical call developments, status and perform other duties as assigned.
- V. **WORK SCHEDULE:** 8, 12 or 16-hour shifts
Need to be available for call-out
- VI. **MINIMUM QUALIFICATIONS:**
1. A high school diploma or equivalent
 2. Certification with the National Registry of Emergency Medical Technicians as an EMT or Paramedic and able to be certified as a Paramedic in the State of Minnesota with MNEMSRB.
 3. Current CPR card. ACLS and PALS or pediatric equivalent required for Paramedic.
 4. Valid vehicle operator equivalent to Minnesota class "D" and able to obtain MN class "B" if necessary.
 5. Successfully pass the City of Virginia pre-employment medical examination, background check, and other exams as requested by the City of Virginia.
- VII. **PHYSICAL REQUIREMENTS** are those necessary to successfully perform the essential functions of this job:
1. Frequently lift and/or move heavy patients and or gurneys. Carry patients out of buildings, and/or lift patients onto a stretcher.
 2. Frequently required to stand; walk; use hands and fingers to feel, handle or operate objects, tools, or controls; reach with hands and arms; bend at trunk; squat; and kneel.
 3. Occasionally required to sit, climb, balance, stoop, crawl, talk, hear, and smell.
 4. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
 5. Ability to remain in good physical condition and meet any departmental standards concerning fitness;
 6. Must be able to wear proper respiratory protection such as HEPA masks.

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VIII. WORK ENVIRONMENT:

1. Regularly works in outside weather conditions, including temperature extremes, during day and night; often in emergency and stressful situations.
2. Potential exposure to blood-borne pathogens and other infectious materials.
3. Occasionally works near moving mechanical parts, in high precarious places, and at risk of electrical shock and vibration.
4. Noise level is usually moderate, except during certain activities when noise levels may be loud.