

**POSITION DESCRIPTION  
COUNTY OF STEUBEN, INDIANA**

**POSITION:** Paramedic  
**DEPARTMENT:** Ambulance Service  
**WORK SCHEDULE:** 12-hour shifts, rotating schedule  
**JOB CATEGORY:** POLE (Protective Occupations, Law Enforcement)

**DATE WRITTEN:** April 1996                      **STATUS:** Full-time  
**DATE REVISED:** September 2019              **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Paramedic for the Ambulance Service, responsible for treatment, care and safe transportation of sick and/or injured individuals.

**DUTIES:**

Directs ambulance crew; ensures a quick and efficient response to scene of emergency, while maintaining the safety of the ambulance crew and public; drives/rides to scene, assesses patient condition, treats and stabilizes patients, transports patients to appropriate medical facilities and assists medical facility personnel upon arrival as needed. Periodically extracts patients from potentially dangerous situations as needed.

Monitors patients while en route to medical facility and performs advanced life support procedures, including I.V. and drug therapy, Endo-tracheal Intubation, cardiac defibrillation, taking blood samples, performing Dextro-Stick, operating Bio-Telemetry Communications, and EKG interpretation.

Responds to calls for non-emergency medical service, including transporting homebound/disabled patients to medical facilities and transferring patients from one medical facility to another as assigned.

Maintains appearance and serviceability of Department vehicle, garage, equipment and supplies, such as cleaning, washing, waxing vehicles; checking fluids and emergency equipment, maintaining and stocking supplies; checking oxygen and battery levels; laundering linens, cleaning and maintaining station; Inventory the ambulance daily and reorder supplies to maintain the proper inventory level.

Completes and maintains various forms, records and reports as required, such as patient/accident reports, vehicle/equipment/building maintenance records and training records.

Counts all narcotics and control substances daily and charts usage.

Attends prescribed training programs for various certifications as assigned or required.

Ensures approved ALS protocols are followed, if not under the direct supervision of a physician.

Serves on 24-hour call for emergencies.

**I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High School Diploma or GED. Must possess Indiana Paramedic license.

Ability to complete / maintain required certifications, such as Paramedic, CPR, emergency driving and Hazardous Materials Responder.

Ability to meet all Departmental hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Thorough knowledge of an ability to properly use and maintain all assigned vehicles and equipment, including, but not limited to, heart monitor/defibrillator, blood pressure, intravenous therapy, oxygen, suction and immobilization equipment.

Ability to recognize signs and symptoms of some communicable diseases and dangers of blood-borne pathogens and protect oneself from contamination by utilizing universal health precautions and avoiding high risk environments.

Ability to physically perform the essential duties of the position, including, but not limited to, sitting, walking up/down flights of stairs, lifting/carrying patients/objects, kneeling/crouching and handling/grasping objects.

Ability to respond swiftly, rationally and decisively with injured and/or distraught individuals in emergency situations, and respond appropriately from off-duty status as required.

Ability to effectively listen, comprehend and communicate with co-workers, medical and other emergency personnel, patients and their families by radio, telephone or in person, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to adapt to changing weather conditions, work environments, irregular and/or extended hours and to perform duties despite the stress of potential injury/loss of life to others.

Ability to obey all orders and directions from Director, Medical Director or shift supervisor in regard to all medical policy and procedures set forth by the Department.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare required reports within Department deadlines.

Ability to follow all personnel policies and rules of the organization.

Possession of a valid driver's license and required certifications and demonstrated safe driving record.

May serve as Paramedic Shift Supervisor or Paramedic Trainer as assigned.

## **II. RESPONSIBILITY:**

Incumbent performs a wide variety of emergency medical tasks according to standardized procedures of the profession, exercising independent judgment in rapidly assessing patient condition and determining appropriate care as situations demand. Unusual situations, such as equipment failure, and accidents, are referred to supervisor. Incumbent's work is reviewed in progress and upon completion of specific duties for compliance with Department policies and procedures. Errors in work are primarily prevented through procedural safeguards, but undetected errors may result in damage to equipment and/or endangerment of self and/or others.

**III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains contact with co-workers, other departments and agencies, Dispatchers, medical treatment facilities and the general public for the purpose of exchanging and explaining information and rendering emergency medical care.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs a majority of duties in Department garage and in the field, involving sitting, walking up/down flights of stairs, lifting/carrying patients/objects, kneeling/crouching and handling/grasping objects. Incumbent is frequently exposed to the normal hazards associated with emergency medical response, including, but not limited to, exposure to adverse weather, communicable disease and potentially violent/distraught individuals, for which universal health/safety precautions must be followed at all times to avoid contamination and/or injury to self and/or others. No prolonged, extreme physical demands are associated with normal duties or assignments, but incumbent may exert strenuous physical effort for short periods.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Paramedic for the Ambulance Service describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name