



ELIZABETH FIRE PROTECTION DISTRICT
155 W. KIOWA AVE.
ELIZABETH, CO 80107

POSITION DESCRIPTION

POSITION: PART-TIME PARAMEDIC
STATUS: PART-TIME; FLSA NON-EXEMPT
EMPLOYMENT STATUS: AT-WILL
WORK HOURS: AS SCHEDULED
REVISED DATE: September 10, 2019

This job description is established by the Board of Directors ("Board") of the Elizabeth Fire Protection District ("District") to outline the basic requirements, duties and responsibilities of the position of Part-Time Paramedic. This position is "at-will," which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

Summary:

A Part-Time Paramedic shall perform technical work and labor required to protect life and/or property from the dangers of fire, medical emergency, hazardous materials, accidents, and natural or man-made disasters, using a variety of firefighting, emergency and medical procedures, techniques and equipment. The Part-Time Paramedic also performs the medical procedures and techniques permitted for Emergency Medical Technicians (EMT) as defined in Rule 500 of the Colorado Board of Medical Examiners, entitled *Defining the Duties and Responsibilities of Emergency Medical Services Medical Directors and The Authorized Medical Acts of Emergency Medical Technicians*, 3-CCR-713-6 ("Rule 500").

Primary Duties and Responsibilities:

The primary powers, duties, and general responsibilities of a Part-Time Paramedic shall include the following:

1. Provide medical care in accordance with, and subject to the limitations of, the Medical Protocols and applicable regulations, including Rule 500.
2. Respond to all emergency calls and public assist calls. Respond to fire calls, assist in the treatment of sick or injured persons, and assist the public in the handling of special situations.

3. A Part-Time Paramedic shall, upon arrival at any emergency medical scene, quickly assess the situation, decide how the patient is to be treated and apply the necessary medical skills and techniques to assist the patient, in accordance with, and subject to the limitations of, the relevant medical protocols, Rule 500, and Federal and State law.
4. Shall keep current on all new developments in the Emergency Medical Services field and successfully maintain any necessary or required certifications.
5. Knowledge of all relevant Federal, State and local laws, and the District's Standard Operating Guidelines, Member Handbook, organizational chart and chain of command.
6. Follow orders and directions of all supervisors.
7. Operate in conjunction with all officers and members.
8. Achieve and maintain a high level of knowledge of fire fighting methods, and use of all fire fighting and rescue equipment.
9. Obtain and maintain a sound knowledge of the District's geography.
10. Responsible for the care and maintenance of fire stations, grounds, fire apparatus and other vehicles and equipment employed in the performance of duties.
11. Responsible for participating in all duty training and safety programs conducted or provided through the District.
12. Maintain knowledge of fire prevention and inspection standards and practices necessary to satisfactorily perform fire safety inspections.
13. Conduct building fire safety inspections as directed by the Lieutenant or Fire Marshal.
14. Perform testing of fire hydrants, fire hose and fire protection systems.
15. Assist in the on-duty delivery of public education programs in fire safety, CPR and first aid.
16. Perform all duties that may be assigned by a supervisor.
17. Perform a variety of technical and manual labor duties required to locate, control and extinguish fires, including connecting to fire hydrants, connecting hoses and nozzles, laying in supply and attack hoses.
18. Use visual, sensory and judgment criteria to locate fire sources.
19. Apply fire streams (water, chemical and/or portable extinguishers) on fire sources; carry, position and raise ground ladders.
20. Use a variety of hand-held and powered tools (axes, pike poles, saws, etc.) necessary to locate, control and extinguish fires.
21. Perform forcible entry operations to gain access into structures, using a variety of tools.
22. Perform salvage operations to prevent damage to property not involved in fires and/or emergency situations, including the placement of covers, the removing of property from danger, removing water, smoke and heat from structures, etc.
23. Perform tasks to extricate individuals safely from wrecked vehicles, structures, earth cave-ins, etc., using a variety of tool and equipment (saws, jacks, pry bars, etc.).

24. Inspect commercial and public buildings as a member of a fire company to ensure compliance with Fire Codes and Life Safety Codes and applicable National Safety Standards.
25. Shall be capable of identifying hazardous materials.
26. Shall be familiar with structures in the District.
27. Inform the public of the need for fire prevention.
28. Assist in the preparing of inspection reports.
29. Maintain, clean, service, inspect and load firefighting and/or emergency equipment, tools, etc. on company apparatus.
30. Assist in the performance of minor repairs on apparatus and equipment.
31. Clean assigned fire station quarters, apparatus rooms, *etc.*
32. Participate in training classes and drills to maintain and increase firefighting and emergency techniques and response.
33. Participate in and may instruct in station training services.
34. Perform a variety of technical and manual labor tasks to ventilate structures involved in fire, smoke and odor calls, including the placement of fans, mechanical opening of rooms, floors, walls, and the opening and/or closing of doors, windows and vents.
35. Perform search and rescue operations to locate and remove individuals and victims from fire and emergency situations.
36. Shall respond to fire and emergency calls either as a member of an engine, rescue or truck company. Also shall respond in any other company, as deemed necessary.
37. Comply with all Federal, State and State and local traffic laws and ordinances regulating the operation of motor vehicles. Whenever operating a motor vehicle in congested areas or whenever other unusual conditions are encountered in route to an alarm or other emergency, a Firefighter shall give special consideration to the safety of the public and to other vehicles. Additionally, a Firefighter shall exercise caution when operating an apparatus upon leaving quarters and while backing into quarters.
38. Consistently promote a professional image of the District at all times.
39. Satisfactorily complete the required physical agility testing on an annual basis.
40. Perform such other duties as may be assigned by a supervisor or the Fire Chief.

Immediate Supervisor:

A Part-Time Paramedic works under the immediate supervision of the Lieutenant, except that in the provision of medical care as a Paramedic, the Part-Time Paramedic shall work under the supervision of medical supervisors, as established by the relevant medical protocols and Rule 500.

Minimum Qualification and Certification Requirements:

1. The Part-Time Paramedic shall obtain and maintain the following certifications:
 - a. State of Colorado Paramedic Certification
 - b. State of Colorado C.P.R. and First Aid Certification
 - c. Advanced Cardiac Life Support (ACLS) Certification
 - d. State of Colorado Fire Fighter I (or higher) Certification
 - e. State of Colorado Driver's License and acceptable driving record
 - f. High School Diploma or GED, or obtain a High School Diploma or GED within 1 year of hire date
2. Meet daily physical fitness requirements as established by the District.

Working Environment/Physical Requirements:

This position requires work in a variety of locations and conditions, including living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

1. A small portion of this position will involve sedentary, administrative work in an office environment.
2. Strenuous physical activity under extreme adverse conditions will be required frequently.
3. Must possess the ability to lift items in excess of one hundred fifty (150) pounds occasionally and up to sixty (60) pounds frequently.
4. This position requires training in and use of safety equipment necessary for the working environment, including without limitation self-contained breathing apparatus (SCBA) and other personal protective equipment (PPE).
5. This position requires standing, running, walking, sitting, kneeling, twisting, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping digging, spraying, reaching over head, reaching away from body, and repetitive motion.
6. Will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20°) Fahrenheit and in excess of one hundred degrees (100°) Fahrenheit.
7. Work may be performed under hazardous and adverse conditions, including but not limited to, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
8. Work may result in exposure to smoke, gases, chemicals, fumes, odors, mists and dusts, which can affect the respiratory system or skin.
9. Work may result in exposure to individuals or blood carrying infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, etc.
10. Work may result in exposure to high noise levels requiring the wearing of hearing protection.

11. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
12. This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.
13. This position will involve periods of high physical, mental and/or emotional stress.