

Position Code: 7310

FLSA Status: Exempt

Pay Code: 4

EEO Category: 4

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide medical treatment for injured or sick persons. The class is responsible for responding to emergency situations, providing advanced, pre-hospital emergency medical services, specialized cardiac care, transporting patients for further care, training, and preparing related logs, records, and reports. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Responds to fire or other emergencies, assesses situation, takes mitigating actions, and rescues persons from danger as required.
- Identifies persons requiring immediate care, provides advanced, pre-hospital medical services including specialized cardiac care, and transports victims for further medical care.
- Provides technical and professional training and education for emergency response personnel, and others, including certification and re-certification.
- Assists the public by providing medically related services, tours, public presentations or events to promote medical or safety consciousness.
- Makes inspections of apparatus and equipment and notifies supervisor of defects; performs cleaning and maintenance tasks in and about assigned station.
- Attends or conducts staff or training meetings to exchange information; attends, and schedules others to attend, in services training and technical or professional classes, seminars, or conferences to improve technical or professional skills.
- Performs routine tasks, such as recordkeeping, data entry, report preparation, supplies maintenance, faxing, phoning, and copying.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice and makes recommendations based on technical expertise.
Reasoning Requirements	Performs coordinating work involving guidelines and rules but solves problems constantly.
Mathematical Requirements	Uses basic algebra involving variables and formulas, basic geometry involving circumferences, areas, and volumes, and computes ratios, rates, and percents.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; presents training programs.
Mental Requirements	Performs specialized technical and entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical and professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Directs actions of others, making decisions almost constantly, affecting coworkers, crime victims, patients, and others in the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in the EMS, paramedical, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of one year of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license or CDL and a driving record that is in compliance with City Driving Standards. Special skills and/or equipment certifications including EMT, Paramedic and cardiac care are also required.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.