

**NORTHSHORE FIRE  
POLICY AND PROCEDURE MANUAL**

**JOB DESCRIPTION- Sole Role  
Paramedic**

**POLICY NO.**

1. **DEFINITION:**  
This classification has responsibility for the operation and maintenance of medical equipment, rescue equipment, lifesaving, and other fire services activities.
2. **SUPERVISION RECEIVED AND EXERCISED:**  
The positions assigned to this classification normally work as a team member of a fire response company and report to a Company Officer.
3. **TYPICAL TASKS:**  
The following tasks are typical for the positions assigned to this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.
  - a. Responds to fires with their company in a timely, safe and skilled manner and participates on the fire ground as a medical resource. Quickly follows established District procedures when responding to fire calls, as well as, instructions given at the fire scene. Correctly and promptly uses all relevant apparatus, tools and equipment. Remains calm and poised in all emergency situations and gains rapid control over the problem at hand.
  - b. Administer first aid to injured parties as an EMT/Paramedic. Quickly analyzes situations where life safety is threatened and applies the correct treatment.
  - c. Assures that medic units are safe and ready for services. Makes and keeps accurate logs and records regarding the maintenance of fire apparatus. Promptly notifies their immediate supervisor of needed repairs.
  - d. Maintains a current and thorough working knowledge of the operation of all medic units.
  - e. Maintains a working knowledge of the district's geographical layout, addressing system and street names enabling them to promptly respond to emergency calls for service.
  - f. Respond to emergency rescue calls driving the ambulance quickly and safely to the site of the emergency in conformance with District rules and regulations. Interviews and thoroughly and accurately examines patients for signs and symptoms related to the cause of the illness or injury. Quickly and competently analyzes the medical emergency and applies the correct medical treatment approach as an EMT/Paramedic.

- g. Remains skilled in modern medical treatments and modalities, methods and procedures, emergency lifesaving procedures through training drills.
- h. Keeps the fire station and related grounds, facilities and supplies in a clean, orderly and usable condition.
- i. Performs routine non-firefighting work tasks willingly and adequately such as working on District records & maintaining maps.
- j. Functions satisfactorily as a team member of a fire company at any emergency or non-emergency scene and willingly accepts their share of the work required.
- k. Able to meet the physical requirements required to perform medical tasks. Meets continuing educational requirements in emergency medical procedures and maintains skills in the operation and maintenance of medical equipment.
- i. Projects a positive image to the public as a fire service professional. Develops and maintains public support for fire suppression and fire prevention activities.

**MINIMUM KNOWLEDGE'S, ABILITIES AND SKILLS:**

**Knowledge of:** Basic English and arithmetic, NCEMS emergency medical services policies.

**Skill in:** Communicating effectively with the public.

**Ability to:** Use continuous and/or short bursts of muscle force to jump, sprint, climb ladders, pull victims out of hazardous areas, go up and down stairs carrying equipment as required, lifting, pushing, pulling or carrying objects using hands, arms, back, abdominal muscles, shoulders or legs, exert themselves physically over a period of time without giving out; work effectively and safely during unavoidable exposure to an unpleasant environment with exposure to potentially heavy and somewhat unpredictable hazards; move their body quickly while keeping their balance on surfaces offering narrow footing ; clearly see objects with vision meeting District requirements; follow verbal and written instructions; rescue and emergency medical techniques; establish and maintain effective working relationships; think and act quickly and competently in emergencies and under stress.

**LICENSES AND CERTIFICATES:**

Possession of a valid current Paramedic Licensure.

**TRAINING AND EXPERIENCE:**

Any combination of training and experience that could likely provide the required knowledge, abilities and skills would be qualifying. A typical way to obtain the knowledge, abilities and skills would be: graduation from high school and experience in a work environment involving equipment usage, public contact and physical activity.