**TVF&R JOB DESCRIPTION**

**TITLE:** Paramedic  
**DIVISION:** Operations  
**DEPARTMENT:**  
**FLSA CLASSIFICATION:** Non-exempt  
**SUPERVISOR:** Company Officer  
**SUPERVISION EXERCISED:** None  
**SALARY/WAGE STATUS:** Per labor contract  
**CIVIL SERVICE STATUS:** Yes  
**PERS CATEGORY:** Police and Fire  
**BARGAINING UNIT:** Local 1660  
**SAFETY SENSITIVE:** Yes

**PRIMARY PURPOSE**

Responsible for operating a transport capable fire medic unit responding to emergency and non-emergency medical incidents and providing advanced life support medical care and transport of the ill and injured. Performs emergency medical duties consistent with Oregon Paramedic licensure and District policy. Principle duties include preventing the loss of life from fire by way of emergency medical response and supporting fire suppression efforts.

**ESSENTIAL FUNCTIONS**

The essential functions of this position include, but are not limited to, the following duties and responsibilities:

**EMS CARE:** Performs emergency medical services consistent with Oregon Paramedic licensure and District policy. Responds as part of a team to medical alarms, event standbys, and other emergencies and performs appropriate emergency medical service. Responds to emergency scenes and maintains radio communication with the Dispatch office, local hospitals for medical consultation, and other response units. Directs or provides advanced life support care. Drives apparatus as needed or assigned.

**PATIENT CARE REPORTING:** Completes all reports by computer dealing with patient care as needed to record, and bill for, emergency responses and transports.

**FIRE GROUND TASKS:** Performs tasks on fire ground consistent with training.

**MAINTENANCE:** Maintains, checks, tests, and repairs assigned life support equipment and facilities. Responsible for equipment and station checks following District policies, procedures, guidelines, and safety rules as outlined in federal, state, and local regulations. Performs general maintenance work in cleaning, storing, and reloading equipment and supplies. Cleans and maintains vehicles and District equipment as well as assists in the maintenance of the fire station and fire station grounds as assigned.

**DISTRICT FAMILIARIZATION:** Participates in familiarization of large buildings, verifies or corrects response aid information, and performs all other preparatory and maintenance functions as required.

**PUBLIC EDUCATION:** Assists the public in education and fire prevention, including station tours, classroom presentations, and greeting the public at fire stations.

**OTHER REPORTING:** Compiles, writes, and submits required reports by computer for emergency and non-emergency activities.

**SECONDARY FUNCTIONS**

**Position-Specific Functions**

May be assigned to the Mobile Integrated Health and/or Critical Care Paramedic programs.

Assists in station clerical and record keeping activities as assigned.

Performs station chores, including laundry, floor maintenance, trash removal, kitchen upkeep, landscaping, and general housekeeping and building maintenance.
maintenance as assigned.

Performs fire suppression activities as directed and consistent with training. Represents the District at community activities. Conducts emergency medical classes as required by the District.

Participates in drills and attends classes on techniques and other emergency topics as mandated to maintain necessary skills and proficiency levels that are required by State and District standards for this position.

**Other Functions**

Must be prepared to report/remain at work during major emergencies, disasters, and some large emergency exercises with little or no notice. Must be able to meet this requirement without substantial delay by taking appropriate steps for individual and family preparedness.

May receive assignments well outside of job description or normal chain of command during major emergencies, disasters and some emergency exercises.

Performs other duties as assigned.

**JOB QUALIFICATIONS**

**Education**

High school diploma or equivalent.

Post-high school education or an equivalent combination of education and experience is preferred.

**Experience**

One year of relevant full-time paramedic experience. Relevancy of experience is defined by the following:

- Recent: No greater than a 12-month gap between end of full-time practice and the application closing date.
- Transporting: Experience is in a transporting paramedic role.
- Call volume (preferred): Experience is in a 911 care system of comparable call volume to TVF&R with high unit hours utilization.

**Certifications & Licensures**

Must possess a valid Paramedic license at the time of application. Must also possess a valid State of Oregon Paramedic license by date of employment and maintain license in order to perform the duties of a paramedic.

Must possess a current, valid driver’s license and maintain a driving record insurable by the District’s insurer in order to drive a District vehicle.

Prehospital Trauma Life Support (PHTLS), Advanced Cardiac Life Support (ACLS), and Pediatric Advanced Life Support (PALS) preferred.

Critical Care Paramedic certification and/or experience is preferred.

Community Paramedic certification and/or experience is preferred.

**Position-Specific Requirements**

Completion of educational coursework for NFPA Driver certification within first year of hire.

Timely completion of OSHA and other required compliance training as detailed in Standard Operation Guidelines 11.1.10 (Compliance Training).

**COMPETENCIES**

**TVF&R Core Competencies**

**Ethical Integrity**

Adheres to an appropriate and effective set of core values and beliefs during both good and bad times. Acts in line with those values. Rewards the right values and disapproves of others. Practices what is preached. Generates trust by keeping confidences, admitting mistakes and not misrepresenting self for personal gain. Is willing to stand up and be counted.

**Customer Focus**

Is dedicated to meeting the expectations and requirements of internal and external customers. Gets first-hand customer information and uses it for improvements in services. Acts with customers in mind. Establishes and maintains effective relationships with customers and gains their trust and respect.
Compassion
Genuinely cares about people. Is concerned about their work and non-work problems. Is available and ready to help. Is sympathetic to the plight of others not as fortunate. Demonstrates real empathy with the joys and pains of others.

Drive for Results
Enjoys working hard; uses time effectively and efficiently. Is action oriented and full of energy for the things seen as challenging. Perseveres, especially in the face of setbacks. Steadfastly pushes self and others for results.

Decision Quality
Makes good decisions based on a mixture of analysis, wisdom, experience, and judgment. Most of one’s solutions and suggestions turn out to be correct and accurate when judged over time.

Interpersonal Savvy
Relates well to all kinds of people—up, down, sideways, inside and outside the organization—building constructive and effective relationships. Builds appropriate rapport; uses diplomacy and tact. Can defuse even high-tension situations comfortably. Can quickly find common ground and solve problems for the good of all. Can represent own interests and yet be fair to other groups. Practices attentive and active listening; has the patience to hear people out. Is easy to approach and talk to.

Dealing with Ambiguity
Can effectively cope with change. Can shift gears comfortably. Can decide and act without having the total picture. Isn’t upset when things are up in the air. Doesn’t have to finish things before moving on. Can comfortably handle risk and uncertainty.

Personal Learning
Knows personal strengths, weaknesses, opportunities, and limits. Is personally committed to and actively works to continuously improve self. Seeks feedback; is open to criticism and receptive to discussion of shortcomings. Understands that different situations and levels may call for different skills and approaches; picks up on the need to change personal, interpersonal, and managerial behavior quickly. Watches others for their reactions to attempts to influence and perform, and adjusts. Works to deploy strengths. Works on compensating for weaknesses and limits.

Responder Competencies

Title and Definition

Wellness & Safety
Displays and maintains physical, emotional and mental well-being; watches out for safety of all personnel. Understands role as medical provider and impact of efforts on patient safety. Follows and models safety rules. Knows work environment and understands all work-related hazards. Able to perform work that is highly physically demanding, requiring strength, agility and aerobic/anaerobic endurance.

Coachable & Humble
Puts others before self. Is open-minded; receptive to the input and expertise of others. Willing to acknowledge not having all the answers. Willing to show vulnerability. Able to receive feedback and shift behavior appropriately. Willing to admit and own mistakes and acknowledge those to others who are impacted.

Problem Solving
Uses a systematic approach in solving problems through analysis of problem and evaluation of alternate plans. Able to start, continue and transition with specific courses of action while exhibiting a sense of urgency when needed. Able to take action in solving problems while exhibiting judgment and a realistic understanding of issues.

Communication
Able to effectively pass off information/knowledge. Relays needs/expectations effectively in the moment. Communicates thoughts and feelings in a respectful manner. Listens, interprets and applies relevant information as needed. Confirms message is understood. Organizes and structures communication to be professional, positive and succinct, both orally and in writing. Assesses information by using open-ended, thoughtful probing questions.

Composure & Resiliency
Maintains stable performance under pressure or opposition. Able to quickly and effectively rebound when knocked off balance by the unexpected. Can present self as a settling influence in a crisis. Handles stress in a manner that is acceptable to others. Able to maintain a mature, problem solving attitude while dealing with various stressors. Able to use reason, even when dealing with emotional topics.

Technical Skills
Able to learn and retain technical knowledge and skills. Responsive to coaching regarding technical skill development. After receiving instruction, demonstrates required knowledge, skills and abilities in technical/functional tasks as defined in procedure/protocol documents and trainings. Adapts to changes in procedures, protocols, and technology.

Teamwork
Considerate of how own behavior impacts others. Demonstrates positive outlook and assumes good intentions. Able to work with people in such a manner as to build high morale and group commitments to goals and objectives. Respects diversity of teammates. Displays openness and understanding of shared responsibilities with crew resource management. Sees what needs to be done and steps in to help regardless of position. Understands and follows chain of command.

Other Competencies

Title and Definition

Directing Others
Delegates assignments related to patient care in organized manner. Establishes and maintains scene management through transfer of care. Trusts people to perform, yet monitors process, progress and results.

**PHYSICAL REQUIREMENTS**

Physical requirements detailed on separate document found in this library.

**Additional Description**

Must effectively perform essential job functions under stressful physical and mental conditions.

Must put on and properly adjust personal protective equipment within specified time frames without needing assistance.

Must perform critical, time-sensitive, complex problem solving in stressful or hazardous environments.

Must understand a variety of fire suppression and prevention materials and information within scope of work.

Must execute full physical exertion and mental activity at all times of the day/night in responding to alarms and emergency situations.

Must remain calm and maintain composure when confronting stressful and emergency situations.

Must hear and orally respond to calls for assistance, radio communications, and all other calls as needed under all conditions which may include background noises in emergency operations.

Must be able to assist with fire ground operations within the scope of training for this position.

**Fitness for Duty Assessment**

Fitness for duty assessment required:

Yes

**WORKING CONDITIONS**

7710--Firefighters & Drivers
Working conditions are described in detail below.

**Working Conditions--additional description**

Under stressful physical and mental conditions, while wearing appropriate PPE, performs all necessary duties as a paramedic and duties within their firefighter scope.

Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medications or hydration.

Reports/remains at work during major emergencies and/or disasters with little or no notice.

Functions as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.

Repeated exposure to traumatic and otherwise disagreeable situations.

Must work in both open and confined work spaces as well as in adverse environmental conditions for extended periods of time with little or no rest.

May occasionally work under conditions of low visibility.

Must drive emergency vehicles during both day and night in emergency situations involving speeds in excess of posted limits, in congested traffic, and during unsafe road conditions created by environmental factors.

Must travel throughout the District to various work site locations in order to fulfill the essential functions of the position.

May be assigned to alternate work schedule in accordance with District policy and Labor contract.

**JOB CHARACTERISTICS**

**Complexity of job tasks**
Predominant work involves various activities involving different, unrelated, but established processes/methods.

Predominant work involves multiple levels of tasks and subtasks which are interrelated or entangled in ways that differ from one circumstance to another.

What needs to be done involves analysis of available information to identify inter-relationships and select an appropriate course of action from a number of options—some not always evident—requiring sound judgment.

**Problem solving**

Predominant work activities are undertaken within a general framework of recognized procedures and guidelines.

Some initiative is required in completing still largely procedural tasks.

There is scope for creativity in the way in which these are applied in relation to problem solving.

Judgments involve facts or situations, some of which require analysis.

Lateral thinking is required to generate viable options and the implementation of solutions.

**Management responsibility/Resource accountability**

Some limited coordination of others’ work within business unit (e.g., lead worker roles). (Does not include SMEs who coordinate others laterally.)

Assists in the training of new or less experienced colleagues in the business unit.

Provides advice and guidance on procedural matters for one’s business unit.

Organizes task allocation and checks work quality for work in one’s business unit.

Some direct responsibility for resources in one’s business unit. May verify and reconcile payments and invoices in accordance with established guidelines and procedures.

**Decision making**

Predominant decisions are within defined parameters and related to an area of responsibility.

Predominant decisions are based on policy, procedures and working standards that provide only general guidelines and impact on the work area or specific function.

Provides information and advice which may be taken into consideration by other decision makers.

Predominant actions of the role impact operational efficiency and output, or service delivery for a work area over the short to medium term with limited risk exposure.

**Accountability to outcomes**

Accountable for the setting of own priorities on a day-to-day basis, completion of assigned tasks within required timeframes, and compliance with set procedures.

Responsible for the basic administration of the work area and identifying and managing risks that affect day-to-day tasks.

**Contacts and relationships**

Liaise with stakeholders in relation to a specific area of work; deliver an effective customer service.

Respond to routine inquiries and assist to resolve routine matters.

Provide general information, advice and guidance based on established agency procedures.
ACKNOWLEDGEMENT

This job description describes the general nature of the work performed by employees assigned to this job class. It contains a list of required responsibilities and duties. It is not intended to be a complete list, and employees assigned to this job class may occasionally be required to perform duties and handle responsibilities that are not specifically addressed in the assigned job description.

I have been given the opportunity to speak with my supervisor about any portion of the job description that I do not understand. I have reviewed and understand the job description for my position. I acknowledge that I am responsible for performing the essential functions, duties, and responsibilities described in this job description.

PUBLICATION HISTORY

Creation date 10/19/16

Revision summary (after 2016 Halogen implementation)

1/10/17: Incorporated revisions approved in Jan 2018 CS Commission meeting.
4/11/18: Additional competencies added per April 2018 CS Commission meeting.
10/24/19: Physical requirements link repaired.
1/13/21: Incorporated revisions approved in Jan 2021 CS Commission meeting.
10/25/2021: Physical requirements link repaired.
6/7/22: Changes to experience relevancy bullet points per Commission approval 6/6/22.