



**EXETER DISTRICT
AMBULANCE**

**302 E. Palm
Exeter, CA 93221**

**Phone: 559-594-5250
Fax: 559-592-2301**

Employee Job Description

Title	Paramedic
Updated	05/09/2018
By	Peter Sodhy, District Manager
Board Approval	
Union Approval	
Status	Full Time, Non-Exempt
Benefit Eligible	Yes
Wage Range	\$17.00-\$19.50 per hour
Average Weekly Hours	48 - 68
Supervision	No
Administrative	Limited
Reports To	District Manager



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Required qualifications

- Must be at least 21 years of age at date of hire
- High School Diploma or GED equivalent
- Current and valid California Driver's License
- Current and valid California State Paramedic License
- Current and valid Ambulance Driver Certificate
- Current and valid Medical Examiner's Certificate
- Current and valid AHA BLS certification
- Current and valid AHA ACLS certification
- Current and valid AHA PALS certification
- Current and valid CPR certification
- Maintain acceptable driving record by company auto insurance standards
- Obtain and maintain, on file, current and valid local accreditations and permits
- Satisfactorily pass a Company-administered Background Check
- Satisfactorily pass a Company-administered Drug Screen
- Written and oral fluency in American English

Overview

While on-shift, responds to emergency dispatch to provide diagnoses, treatment and transportation as well as other necessary emergency services (ALS and BLS) for patients with a variety of diseases and injuries within Exeter District Ambulance's service area. Works as a supportive member of the Ambulance Crew to deliver the highest level of professional service consistent with Exeter District Ambulance expectations. The Paramedic is the primary medical responder of the Ambulance Crew and is responsible for preparing and submitting all PCRs as well as being responsible for the safekeeping and use of all controlled medications carried by the Ambulance.

Responsibilities

- Operates ambulances and other company equipment safely and efficiently
- Complies with all applicable federal, state, and local regulations and laws pertaining to but not limited to protocols, standards of care, motor vehicle operations, and patient rights, as well as all Exeter District Ambulance rules, policies, directives, or instructions from management
- Prepares inventories, stocks supplies, and inspects equipment for proper operation
- Demonstrates the attitude of a Health Care Professional to include, but not be limited to, maintaining a clean appearance, demonstrating courteous, professional and ethical behavior, and demonstrating the ability to work cooperatively with other members of the EMS Health Care System.
- Demonstrates a sincere desire to continually improve and upgrade the skills and knowledge of the emergency medical profession.



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- Demonstrates the ability to safely lift, transfer and maneuver patients in and out of ambulances, facilities, residences and other locations
- Demonstrates the ability to render competent patient care in both pre-hospital and inter-facility setting
- Effectively and professionally communicates with patients, family members, medical personnel, coworkers, and the general public in verbal and written form
- Demonstrates knowledge and compliance with local, state and regional emergency medical service operations.
- Demonstrate the ability to accurately and completely document the required information on the Exeter District Ambulance Run Ticket, local EMS form, and/or ePCR
- Demonstrates, by attendance and documentation, compliance with the Exeter District Ambulance and/or the Department of Health requirements for continuing education and licensure
- Demonstrates physical ability to perform all tasks required in the performance of duties as a Paramedic
- Demonstrates the knowledge and ability to function in the System Status Management program
- Has reliable transportation and reports to work punctually for all scheduled shifts in proper uniform
- Maintains a clean and complete uniform, personal hygiene, and professional, pleasant, and polite demeanor to all persons with whom the individual comes in contact with while on duty
- Completes and maintains accurate records and documentation with regard to transport, equipment inspection, supplies usage incidents and other forms of documentation inherent in the operation
- Promotes the company, performs public relations when assigned, performs standby coverage at special events, delivers medical supplies and equipment when assigned and other details when assigned
- Attends company meetings and educational sessions
- Inspects and promptly reports damage, deficiencies, safety issues or other problems with ambulances, company vehicles, equipment and supplies, or any other matters relevant to the safe, efficient and proper operation of the company
- Maintains strict confidentiality regarding all information pertaining to company policies, pricing, contract terms, trade secrets, competitive information, strategic information, patient data, forms, manuals, charts, employee data, or any other sensitive or confidential information obtained while employed by or pertaining to Exeter District Ambulance, its employees, business information, or patients

Reasonable accommodations may be made where possible to enable individuals with disabilities to perform the essential functions.



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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally is required to use a sense of smell.

The employee must frequently lift, transfer, maneuver, load and otherwise move clients and/or equipment weighing up to 150 pounds. Such maneuvers are often performed in surroundings which involve numerous steps, narrow pathways, and around obstacles, and often must be performed in a time efficient manner while still ensuring their own safety as well as the safety of the client, their partner, and any other individuals or objects in the area. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Required Skills

- Good written and verbal communication
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exist
- Calm under stress, good people skills
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Office skills including filing, typing, review of standardized paperwork
- Organization and attention to detail, record keeping
- Ability to add, subtract, multiply, and divide

Supervision

None

Reports to

District Manager

Compensation Note

FT Paramedics generally work a 2 on 4 off schedule, and will average 56 hours per week. Overtime is paid for all hours exceeding 40 per week.

FT Paramedic staff is benefits-eligible. The company will cover up to the first \$500 per month total for Health, Dental, and Vision coverage. This amount is an allotment and is for Company-provided Health,



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Dental, and/or Vision only and may not be applied to any other benefit or received as pay in lieu of benefits.

Qualification

All Paramedic staff is expected to pass a pre-employment physical examination, background check, and drug screen.. Additionally, a physical examination is required every year. All employees are also subject to random drug screening.

Acknowledgement

Employee Name	Signature	Date
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Employee Job Description

Title	Emergency Medical Technician (EMT)
Updated	05/09/2018
By	Peter Sodhy, District Manager
Board Approval	
Union Approval	
Status	Full Time, Non-Exempt
Benefit Eligible	Yes
Wage Range	\$11.50-\$16.00 per hour
Average Weekly Hours	48 - 68
Supervision	No
Administrative	Limited
Reports To	District Manager



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Required qualifications

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- Current and valid California Driver's License
- Current and valid California Emergency Medical Technician certification
- Current and valid Ambulance Driver Certificate
- Current and valid Medical Examiner's Certificate
- Current and valid AHA BLS certification
- Current and valid CPR certification
- Maintain acceptable driving record by company auto insurance standards
- Obtain and maintain, on file, current and valid local accreditations and permits
- Satisfactorily pass a Company-administered Background Check
- Satisfactorily pass a Company-administered Drug Screen
- Written and oral fluency in American English

Overview

While on-shift, responds to emergency dispatch to provide emergency medical care, patient assessment and care, transport services, and other necessary emergency services within Exeter District Ambulance's service area. Works as a supportive member of the Ambulance Crew to deliver the highest level of professional service consistent with Exeter District Ambulance expectations. The Emergency Medical Technician is also the primary Ambulance Driver of the Ambulance Crew.

Responsibilities

- Operates ambulances and other company equipment safely and efficiently
- Basic life support treatment and transportation of sick and injured persons
- Providing emergency medical treatment, while not exceeding the level of skill, training and certification of the individual employee
- Full compliance with all applicable state, local, and federal regulations and laws, pertaining to but not limited to protocols, standards of care, motor vehicle operations, and patient rights, as well as all Exeter District Ambulance rules, policies, directives, and instructions from management
- Observes patient, records significant conditions and treatments rendered
- Prepares inventories and stocks supplies and inspects equipment for proper operation.
- Demonstrates the attitude of a Health Care Professional to include, but not be limited to, maintaining a clean appearance, demonstrating courteous, professional and ethical behavior, and demonstrating the ability to work cooperatively with other members of the EMS Health Care System



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- Demonstrates a sincere desire to continually improve and upgrade the skills and knowledge of the emergency medical profession
- Demonstrates the ability to safely lift, transfer and maneuver patients in and out of ambulances, facilities, residences and other locations
- Cleans and disinfects interior of ambulance. Cleans and details exterior of ambulance. Cleaning and maintaining the cleanliness and proper stocking of the ambulance, company vehicles, equipment, office, lounge, and bathrooms
- Must be able to effectively communicate with patients, family members, medical personnel, coworkers, and the general public in verbal and written form
- Must have reliable transportation and must report to work punctually for all scheduled shifts and in proper uniform
- Maintaining a clean and complete uniform, personal hygiene, and professional, pleasant and polite demeanor to all persons with whom the individual comes in contact with while on duty
- Completing and maintaining accurate records and documentation with regard to transport, equipment inspection, supplies usage incidents and other forms of documentation inherent in the operation
- Promote the company, perform public relations when assigned, perform standby coverage at special events, deliver medical equipment and supplies when assigned, and other details when assigned
- Attend company meetings and educational sessions
- Inspect and promptly report damage, deficiencies, safety issues or other problems with ambulances, company vehicles, equipment and supplies, or any other matters relevant to the safe, efficient and proper operation of the company.
- Compliance with all provisions of the Employee Policies and Procedures Manual, as well as all other company rules, regulations, directives, or instructions from supervisors
- Must maintain strict confidentiality regarding all information pertaining to company policies, pricing, contract terms, trade secrets, competitive information, strategic information, patient data, forms, manuals, charts, employee data, or any other sensitive or confidential information obtained while employed by or pertaining to the company, it's employees, business information, or patients. Due to the extremely sensitive nature of this position, this duty of strict confidentiality extends beyond the term of employment

Reasonable accommodations may be made where possible to enable individuals with disabilities to perform the essential functions.

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The employee must frequently lift transfer, maneuver, load and otherwise move clients and/or equipment weighing up to 150 pounds. Such maneuvers are often performed in surroundings which involve numerous steps, narrow pathways, and around obstacles, and often must be performed in a time efficient manner while still ensuring their own safety as well as the safety of the client, their partner, and any other individuals or objects in the area. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Required Skills

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- Ability to add, subtract, multiply, and divide

Supervision

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Compensation Note

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Acknowledgement

Employee Name

Signature

Date

DRAFT