



# Clifton Fire Protection District Job Description

**Position Title:** Part-time EMT/EMT Paramedic      **FLSA Status:** Non-Exempt  
**Division:** Operations      **Supervises:** None  
**Supervised By:** Shift Captain      **Hours Worked:** Average 1,590 Annually  
**Pay Range:** EMT 20.00/Hr - \$21.01 -starting pay - \$20/hr  
                         Paramedic: \$25.00- \$26.27/hr – starting pay - 25.00/Hr

## **JOB SUMMARY**

Under general supervision, performs various duties, including responding to emergency medical calls for service and providing medical transports throughout the Clifton Fire Protection District.

The part-time personnel work at least 24 hours and a maximum of 60 hours in a pay period and are responsible for scheduling their time.

## **SUPERVISION RECEIVED**

Works under the direct supervision of the Shift Captain or Acting Duty Officer

## **SUPERVISION EXERCISED**

NONE

## **ESSENTIAL DUTIES**

The EMT/EMT Paramedic duties include, but are not limited to, the following:

- Respond to a variety of medical emergencies and initiate appropriate care.
- Performs general maintenance of the Fire Station and checks each Fire District apparatus's tools, equipment, supplies, and materials to ensure readiness for response.
- Performs community preparedness functions such as station tours, public education through the schools, etc.
- Present complex subjects to various audiences at an appropriate level of understanding geared for the listeners.
- Act effectively and professionally in emergency and stressful situations.
- Follow verbal and written instructions.
- Communicate effectively orally and in writing.
- Establish effective working relationships with employees, other agencies, and the general public.
- Work effectively in hazardous environments subject to infectious/contagious diseases, blood-borne pathogens, personal injury, quickly changing priorities, and the ability to remain calm during an emergency.
- Must possess the ability to safely and effectively operate emergency vehicles and apparatus in a variety of situations, including both emergent and non-emergent responses.

## **MINIMUM QUALIFICATIONS**

The candidate must possess the following qualifications:

- Colorado driver's license
- High School Diploma or GED
- Current AHA Healthcare Provider CPR card, ACLS, and PALS ( Paramedic )

- Current National Registry or Colorado State EMT or EMT Paramedic

## **SKILLS**

- Skill in using modern office equipment including computer and software, i.e., Microsoft-Word, PowerPoint and Excel, copier, fax, and telephone systems.
- Skill in safely and properly using all specialized equipment, vehicles, apparatus, and materials.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, and standards.
- Skill in applying basic and/or advanced emergency medical assistance techniques.
- Skill in communication, both written and oral, for effective and appropriate interactions with supervisors, subordinates, and the public.
- Skills in being able to deal with members of the public professionally and knowing when the situation is beyond their capability to address.
- Skills and ability to effectively maintain a productive crew during the assigned shift rotation.

## **KNOWLEDGE**

- Knowledge of emergency medical scene management and appropriate patient treatments by Basic Life Support and Advanced Life Support.
- Knowledge of first aid, CPR, and other basic emergency medical care techniques and methods.
- Knowledge of the streets, addresses, and locations throughout the Clifton Fire Protection District.
- Knowledge of state, federal, and local statutes, codes, and ordinances.
- Knowledge of the use and purpose of various specialized equipment, tools, and apparatus used in rescue, emergency medical assistance, hazardous materials, and tactical rescue situations.
- Knowledge of the proper documentation of incident information provided by a software program.

## **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 essential functions unless providing the accommodation would create an undue hardship to the organization or create a direct threat to the employee or others.

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

The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions unless providing the accommodation would create an undue hardship to the organization or create a direct threat to the employee or others.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibrations. The noise level at work is usually moderate but occasionally can be loud.

## **JOB DESCRIPTION IS SUBJECT TO CHANGE BASED ON AGENCY NEEDS**

**This job description is a representation of the job performance expectations. Based on agency needs and the dynamics of this type of position, not all aspects can be foreseen and/or listed. Selected candidates need to be aware that, at times, “additional duties” not listed within this job description may be required.**