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Bristol Bay Borough

Job Description

SEASONAL PARAMEDIC

Department: FIRE DEPARTMENT

Immediate Supervisor: EMS/FIRE DEPARTMENT COORDINATOR

Positions Supervised: NONE

Step Classification: HG (No Benefits)

Terms: Full Time Summer Seasonal

Qualifications

Applicant must be 18 years of age. Possess a valid Driver's license. Have no felony or disqualifying criminal history. Must pass a complete physical exam, and demonstrate excellent physical health. Must pass a pre-employment drug test. Frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Applicant must show proof of graduation from high school or completing a GED. The successful applicant will comply with the following during the entire span of employment:

- Possess or obtain and maintain current Alaska Paramedic Certificate or National Paramedic Certificate
- Three years of emergency medicine experience
- One year of emergency medicine experience at current level

Responsibilities

Mental alertness, mechanical aptitude, ability to get along well with others, willingness to perform any task assigned, conscientious and dependable, good physical condition. Position is based on a flexible 48-hour work week. At the discretion of the EMS/Fire Department Coordinator, the employee may be required to be on-call for four night shifts each week, which

may require overtime.

The Paramedic must participate in at least 70% of the required training for the season. Subject to random drug testing.

The Paramedic will be expected to respond and work in less than ideal conditions. He/she may have to enter hazardous atmosphere areas and will be expected to work in a safe manner.

Duties and Tasks Performed

- Responds to fire, rescue, hazardous materials emergencies and other emergencies as assigned by the EMS/Fire Department Coordinator
- Perform as a Paramedic and act as lead crew member when needed
- Operate rescue equipment
- Assist in cleaning ambulance or fire equipment upon return to the station after an emergency call or a training session
- Assists in completing written reports and run reports upon return to the station
- Ensure Ambulance reports are accurate and returned to the EMS/Fire Department Coordinator within 24 hours of completing the ambulance run
- Restock any and all supplies used on an ambulance call immediately upon returning to station
- Attends regular training sessions to practice procedures and to learn and practice new rescue methods
- Set up regular training sessions for department to participate in
- Attend regular monthly meetings of the volunteer fire department
- Maintains inventory and restock EMS equipment, in both supply room and ambulance
- Cleans and maintains area for the fire station used by the members as scheduled
- Cleans and maintains ambulance, equipment, including all that was used on an ambulance call
- Assists with fire prevention program
- Other duties as assigned by the EMS/Fire Department Coordinator

ACKNOWLEDGMENT

I understand the duties of my position as contained in this job description.

Employee Signature

Date

This job description is accurate and has been reviewed with the employee.

Supervisor Signature

Date

BRITSOL BAY BOROUGH IS AN EQUAL OPPORTUNITY EMPLOYER
Approved by Borough Assembly: June 6, 2011 effective July 1, 2011