

<b>Company/Department :</b>	City of Lawrence Fire Department
<b>Job Type:</b>	EMS   EMS
<b>Job Title:</b>	Full-time Civilian Paramedic
<b>Location:</b>	City of Lawrence
<b>Qualifications:</b>	Must be 21 years of age, hold a current State of Indiana Paramedic License, be current in ACLS and CPR, hold a valid Indiana Drivers License, pass a drug test, pass a background test.
<b>Job Description:</b>	<p>CITY OF LAWRENCE FIRE DEPARTMENT OFICIAL JOB DESCRIPTION  SUBJECT TO CHANGE WITH OUT NOTICE  TITLE: Civilian EMT/Paramedic  DEPT: Fire  REPORTS TO: Station Officer  DATE: December 1, 2006  April 7, 2016  GENERAL DESCRIPTION OF DUTIES  Be prepared physically and mentally to respond to all medical emergencies when called. Continually updates knowledge of equipment and procedures needed to perform their duties as an Emergency Medical Technician or Paramedic.</p> <p>CRITICAL DUTIES-RESPONSIBILITIES  EMS activities include:</p> <ul style="list-style-type: none"> <li>A. Provide emergency medical services to the level of certification.</li> <li>B. Returning all equipment to run ready status.</li> <li>C. Driving of emergency vehicles in a safe, conscientious manner.</li> <li>D. Proficient operation of apparatus pumps requiring a thorough understanding of hydraulics.</li> <li>E. Perform routine maintenance of assigned station, tools, apparatus and</li> </ul>

equipment.

F. Perform routine housekeeping duties.

G. Assist in assigned details (pre-planning, prevention, inspections, public education, tours, etc.)

H. Adhere to all rules, regulations, policies, and procedures.

I. Demonstrate knowledge of fire department General Order and SOG's.

J. Demonstrate knowledge of fire department safety standards.

K. Properly complete any, and all, reports required by the Department.

#### POSITION REQUIREMENTS

A. Skill in operation of:

1. Vehicle under emergency conditions.
2. EMS Equipment.
3. Two-way radios (base, mobile, portable).

B. Knowledge of:

1. City of Lawrence Fire Department rules and regulations, policies and procedures.
2. Taking appropriate action under stressful conditions.
3. Handle routine public contacts in a professional manner.
4. Perform basic mathematical functions.
5. Deliver lectures, demonstrations, talks, etc.
6. Prepare routine reports.
7. Receive and follow directives.

C. Other:

1. Meet Department physical fitness standards.
2. Tolerate heights encountered on a routine basis.
3. Attend monthly in service training as provided by the fire department.
4. Attend other training as necessary to maintain Fire Hazardous Materials, and EMS certifications.

#### SPECIFIC CERTIFICATION REQUIREMENTS

A. All career Civilian EMTs/Paramedics must maintain a minimum of the following throughout their employment with this department.

1. State of Indiana Emergency Medical Technician Certification or Paramedic certification.

2. State of Indiana Valid Drivers Operators License.

3. High School Graduate or GED equivalent.

#### WORKING CONDITIONS

Work is performed at fire scenes and other emergency scenes and at fire stations. Weather exposure includes extreme heat and cold: exposure to fire

scenes and extreme height at fire and emergency scenes.

Exposure to traffic

hazards occurs in emergency vehicles. Normal work hours are 24 hours on and

48 hours off; however, fluctuating schedules from time to time may require fewer

or more hours of work than the usual 24 hours per shift.

Mental stress,

cardiovascular stress, and general stress are inherited by virtue of position and

various responsibilities carried out.

#### PERSONAL WORK RELATIONSHIPS

These relationships are with the staff, other agencies, and the public for purpose

of furnishing or obtaining information and to expedite the daily workflow.

#### Salary:

Starting \$19.65 an hour, ability to work your Kelly day, also built in overtime. Provided quarter master allowance each year for uniforms, Civilian PERF, Medical benefits, ability to invest in 457 accounts

#### How to Apply:

<http://www.cityoflawrence.org/sites/default/files/document-group/2020%20APPLICATION%20ELECTRONIC.PDF>

Copy and paste into browser if needed.

#### Application Deadline:

January 31, 2021