AUSTIN COUNTY EMERGENCY MEDICAL SERVICE
JOB DESCRIPTION

JOB TITLE: Paramedic
DEPARTMENT: Emergency Medical Service
SUPERVISOR: EMS Supervisor
SUPERVISES: All Personnel of Lower Rank

JOB SUMMARY: Provides emergency medical care and community education to the citizens of Austin County. Follows all established standards and procedures set forth by policy and procedures, and physician direction by written protocol / standing order, radio, telephone, or personal interaction. Participates in planning and implementation of programs or objectives for own work group.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responds to requests for emergency medical service.

Assesses patient's medical needs and provides medical care on location as needed per established guidelines / protocols / standing / written or verbal orders as Texas state certification level and department policy allows.

Transports patients to appropriate facility determined by protocols, patient condition and/or ACEMS policy.

Maintains inventory of supplies and equipment in ambulance and squad.

Maintains condition of ambulance, squad and station.

Prepares necessary reports and paperwork as required in timely fashion and complete per department policy.

Signs for and is held accountable for equipment and supplies used.

Maintains district maps and updates as needed.

Assists in training new employees.

Assists in precepting students and third party riders per department guidelines.

Assists other employees with their duties.
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Reviews work of other employees who are under direct supervision

Ensures established standards are maintained by other employees.

Assigns duties to others as required.

NOTE: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. In addition, any task requested by a supervisor while legal and moral must be carried out to the best of the employee's ability.

MINIMUM JOB REQUIREMENTS:

a) **Knowledge:** High school diploma / GED; Texas Paramedic Certification or License.

b) **Experience:** Job related experience in the EMS field.

c) **Skills and Abilities:** Strong verbal and written communication skills, strong organizational skills, strong interpersonal skills, and ability to deal effectively with the public and other employees.

d) **Special Requirements:** Valid Texas Driver's License; may be subject to 24-hour emergency call and recall.

e) **Equipment Used:** Telephone
Medical Equipment on Squad and Ambulance
2-Way Radio
Audio and Video Equipment
Cleaning Equipment
Maintenance Tools
Truck Washing Equipment
Haz-Mat Material
Map Book
Computer
Typewriter
Calculator
Job requires daily contact with staff, fire, police personnel, and co-workers; in person, on the telephone, or radio to exchange information and provide service.

Job requires frequent contact with department employees, outside community organizations, and the general public.