

# PART-TIME PARAMEDIC

## POSITION SUMMARY

The Part-time Paramedic is responsible for delivering high quality advanced emergency medical care as a licensed paramedic. This role involves responding to various medical emergencies, providing life-saving interventions, and ensuring the safety and well-being of patients. Working in a dynamic, high-pressure environment, the position requires a strong focus on EMS functions.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### **Essential Duties:**

- Respond promptly to emergency medical calls, providing advanced life support (ALS) and/or basic life support (BLS).
- Conduct comprehensive patient assessments and deliver appropriate medical treatment.
- Perform advanced procedures including cardiac monitoring, airway management, IV Therapy, medication administration, and trauma care.
- Safely stabilize and transport patients to healthcare facilities while providing continuous care.
- Ensure medical and rescue equipment is functional and properly stocked.
- Participate in station duties, including equipment checks, cleaning, and reporting.
- Serve as lead provider on-scene, directing EMTs and coordinating care with fire and law enforcement partners.
- Assist EMTs and other medical personnel in patient care, packaging, and transport when needed.
- Provide training and mentorship to fellow team members in EMS best practices and protocols.
- Assist with vehicle extrication and technical rescue operations during emergency response situations.
- Collaborate with other firefighters and paramedics in high-stress, emergency environments to ensure the safety of all involved.
- Engage in ongoing EMS training programs to maintain required certifications and stay current with industry standards.
- Perform routine maintenance and inspections of firefighting apparatus, EMS equipment, and fire department facilities.
- Accurately complete patient care reports and incident documentation.
- Ensure HIPAA compliance and maintain confidentiality at all times.
- Participate in public education, community outreach, and wellness events to support the department's mission of prevention and engagement.

### **Knowledge, Skills and Abilities** (position requirements at entry):

- In-depth knowledge of advanced life support (ALS) procedures, medical protocols, and EMS systems.

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- Ability to administer emergency medical care, including trauma management, advanced airway techniques, cardiac interventions, and medication administration.
- Strong understanding of patient care documentation requirements and medical terminology.
- Familiarity with firefighting tactics, equipment, and the Incident Command System (ICS).
- Knowledge of hazardous materials response and rescue operations.
- Ability to communicate effectively with patients, team members, and the public, both in high-pressure situations and routine interactions.
- Proficient in using communication equipment, such as radios and dispatch systems.
- Skilled in the use of EMS equipment, including cardiac monitors, defibrillators, suction units, and trauma tools.
- Proficient in maintaining and troubleshooting EMS equipment to ensure operational readiness.
- Ability to quickly assess emergency situations and make sound decisions under pressure. Strong critical thinking skills to determine the best course of action during patient care and fire suppression.
- Strong decision making and critical thinking under pressure
- Proficiency with EMS equipment and communications systems
- Knowledge of fire-ground support and hazardous materials awareness
- Excellent interpersonal and communication skills
- Ability to work collaboratively in a multidisciplinary environment

## QUALIFICATIONS

### **Minimum Requirements:**

- High School Diploma or General Equivalency Diploma (G.E.D.).
- Valid North Dakota Driver's License.
- Nationally Registered Paramedic (NRP) or equivalent.
- North Dakota Paramedic Licensure (or ability to obtain) or equivalent.
- AHA Certifications: BLS CPR, ACLS and PALS.
- NAEMT Certifications: PHTLS
- NIMS certifications: ICS 100, 200, 700, 800

### **Preferred Qualifications:**

- Associate's Degree or higher in a health or emergency services related field
- Fire or Rescue experience
- ProBoard and/or IFSAC Hazmat Awareness and Operations
- ProBoard and/or IFSAC Firefighter I
- BlueCard Command Certification

## WORKING CONDITIONS

- Physical requirements: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

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- May be subjected to hazardous conditions including but not limited to: fumes, odors, dusts, gases, chemicals, poor ventilation, body fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.
- Work involves episodes of strenuous physical activity, routine exposure to the threat of physical harm including the threat of loss of life, exposure to hazardous substances, unpleasant working conditions such as adverse weather conditions or the extreme risk of accident or ill health. Threats are difficult to identify or protect against.

**Classification:** Grade FD-P1, Limited hour, Non-benefited

**FLSA:** Non-Exempt

**Created: 7/17/2025 by Chief Presnell, HR Nameniuk; 8/27/25 by Chief Presnell, Interim EMS Director Brock, HR Nameniuk to update requirements.**