

**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE: Paramedic- Job Description**

**POLICY NUMBER: 2235**

**ADOPTED: 8/28/2023**

**REVIEWED: 8/28/2023**

**REVISED:**

**2230.10** The position of Paramedic is a **non-overtime exempt/hourly** position under the Fair Labor Standards Act. The Paramedic is hired by the General Manager. Under the general direction of the Fire Chief, the Paramedic responds to medical, fire, rescue, and storm response alarms, and other emergency and non-emergency calls for assistance to protect life and property. The Paramedic also documents patient care, performs ambulance and EMS equipment maintenance, and does other related work as required. The Paramedic position will be evaluated annually or as otherwise warranted by the General Manager. A pre-employment physical and live scan shall be performed at district expense prior to employment.

**2235.20** Knowledge of:

**2235.21** **2235.21** The operation and maintenance of modern ambulances and EMS equipment.

**2235.22** The incident command system.

**2235.23** Local roads, and geography.

**2235.24** Modern EMS codes and regulations.

**2235.25** Modern paramedical operations and procedures.

**2235.26** Modern communications, business and computer systems and related software and other equipment.

**2235.30** Ability to:

**2235.31** Lift up to 100 pounds.

**2230.32** Operate computers, software and modern communications equipment related to fire service and business applications.

**2230.33** Compile and prepare written reports and oral programs.

**2230.34** Communicate effectively orally and in writing.

**2230.35** Must have the ability to interact with members of the public and co-workers tactfully and professionally.

**2235.40** Education/Experience Required

Education equivalent to graduation from high school.

**2235.50** License/Certificates

Must possess a driving record acceptable to the District's insurance carrier. Must possess a current Emergency Medical Technician Paramedic License and CPR Certification, a valid California Class C driver's license. All required certificates and licenses must be maintained throughout employment.

**2235.60** Residency Requirement

There is no residency requirement for this position.

**2235.70** Basic Work Hours

**2235.71** The Paramedic will be assigned to either A, B, or C Shift and work a rotating 48-Hour on, and 96-hour off-shift schedule.

**2235.80** Physical Requirements

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**2235.81** Task: Operate, repair, and maintain ambulance and rescue equipment.

Physical Demand: Standing, walking, lifting, pushing, pulling, and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle, and heavy equipment.

**2235.82** Task: Fire suppression and emergency response.

Physical Demand: Wearing self-contained breathing apparatus for extended periods, sitting, standing, climbing ladders while carrying 25 lbs., walking, lifting, pushing, pulling, and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle, and heavy equipment, working for extended periods in extremely hot or cold weather, working in low visibility areas containing smoke, ash, etc., working in confined spaces.

**2235.83** Task: Prepares handwritten and typed written reports, forms, questionnaires, etc. as required to document work performed and maintain compliance with the various laws and standards and district policies and procedures.

Physical Demand: Sitting, close vision, reading, handwriting, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, operating a computer and typewriter.

**2235.84** Task: Perform traffic control operations during emergency situations.

Physical Demand: Standing continuously in one location wearing turnouts and in temperatures below freezing and above 100 degrees, walking over uneven ground, distance vision, speaking, hearing, use of hands to hold and manipulate signs, and giving directions to vehicle operators.

## **2235.90** Environmental Demands

**2235.91** Outside: Travels to do out-of-office business in a variety of weather conditions including, rain, snow, cold below freezing, and heat to +100 degrees Fahrenheit.

**2235.92** Usually works outdoors wearing heavy personal protective equipment.

**2235.93** Exposure to various colognes/perfumes, frequent exposure to fumes/dust from equipment.

**2235.94** Noise/Vibration: Business/office machines, office located in close proximity to highway traffic.

**2235.95.** Exposure to smoke, flames, intense heat and low visibility in firefighting conditions.

#### **2235.10** Mental Requirements

**2235.11** Reads and comprehends complex manuals and instructions for computer software and hardware, letters, reports, memos, messages, etc.

**2235.12** Writes reports, presentations, memos, messages, and fills out information forms. Needs ability to use or quickly learn the latest version of the District's word processing software.

**2235.13** Math: Ability to perform mathematical functions and work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to use or quickly learn the District's current spreadsheet software.

**2235.14** Judgment: Ability to work independently, prioritize work and make complex decisions and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**2235.20** This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



# McCloud Fire Department

## Policy 2235 Paramedic Job Description Appendix A Minimum Standards for Paramedic California

### State and Federal Requirements:

1. ICS 100, and 200 (CICCS)
2. ICS 700, and 800 (SEMS)
3. Minimum First Aid/CPR (22 CCR, §100015, H&S Code §1797.182)
5. Haz-Mat FRO (8 CCR §5192, 19 CCR §2520)
6. State of CA EMT Paramedic License

### MCSD Requirements

1. Current EMT and CPR certificates
2. Class C Driver License.
3. Ambulance Driver Certificate.
4. Requirements as set forth in MCSD Policy 2230, Paramedic Description (computer knowledge, basic education requirements, etc.).

Optional requirements include Firefighter 1 certification.