

**Tri-Town Ambulance Paramedic – 40 Hours
Job Description**

- I. Position Title: Staff Paramedic 40 hours
- II. Supervisor: Ambulance Chief, Deputy Chief
- III. Definition: Fulltime 40-Hour Paramedic

This position is a professional, highly skilled, full-time and year round job at 40 hours per week as an on-duty Paramedic for the Tri-Town Ambulance Service.

IV. General Description of Duties and Responsibilities

- A. Will be stationed at the West Tisbury, Chilmark or Aquinnah ambulance Stations. Responds to all requests for, and provides medical care according to the licensure level of the service and the certification of the Paramedic in accordance with the Massachusetts State Wide Treatment Protocols. Responds to call either in the Ambulance, Ambulance intercept vehicle or personal vehicle as appropriate.
- B. Performs a daily inventory of the ambulance at the beginning of every shift. Reports and corrects any deficiencies to appropriate personnel.
- C. Notifies appropriate personnel of the need to order equipment and supplies.
- D. Operates according to the TTA Policies and Procedures Manual and in accordance with the Massachusetts State Wide Treatment Protocols.
- E. Carries a TTA radio with an assigned call sign while on duty. Answers the TTA phone while at the Ambulance Stations.
- F. Assures that the ambulance, equipment, and quarters are clean and in good order. Sees that the ambulances are re-stocked after runs according to Tri-Town and Massachusetts Regulations and Protocols.
- G. Upon daily completion of EMS tasks and while clear from ambulance runs, performs public service task such as taking blood pressures and giving tours of the ambulance.
- H. Performs any additional duties as assigned.
- I. Works 40 hours per week with two weeks vacation each year.
- J. Upon request of the Ambulance Chief, or the Tri-Town Committee Chair, attends Tri-Town Committee meetings and Tri-Town Ambulance Squad Monthly Meetings.

The essential functions or duties listed above are intended only as an illustration 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.

V. Supervisory Responsibilities – None

VI. Required Knowledge, Skills and Abilities

- A. Current MA EMT Paramedic Certification
- B. Current AHA Health Care Provider Certification
- C. Current AHA ACLS Certification
- D. Current AHA PALS Certification suggested
- E. Current valid MA Drivers License
- F. Competent with the TTA Operational policies
- G. Competent with the Massachusetts State Wide Treatment Protocols
- H. Must be in good physical shape and be able to walk, stand, lift, carry and balance in excess of 125 pounds in all weather condition during all hours of the day and night.

VII. Position grade level and time requirements

Non Exempt benefitted position. Currently Grade ____, Step ____ to start
Grade ____ Hours per Year: 2000

APPROVED BY HUMAN RESOURCE BOARD Date: Jan. 7, 2016
Chair: James M. Malkin

Human Resource Board Signature: _____

APPROVED BY BOARD OF SELECTMEN Date: _____ Chair: _____

Board of Selectmen Signature: _____