

POSITION DESCRIPTION  
HARDIN COUNTY AMBULANCE SERVICE

**CLASS TITLE:** Ambulance Operator/Attendant, Paramedic

**CHARACTERISTICS OF THE CLASS:** Under limited supervision, performs highly responsible duties of rendering emergency care and transportation to the ill and injured persons. The nature of the work requires extensive decision making abilities under pressure and also requires a calm, professional demeanor. Considerable health and physical strength requirements are necessary. Through safety and risk management measures are implemented where ever possible, there remains numerous unavoidable aspects of this class which may place the paramedic at risk of personal harm or illness resulting from performance of their duties. Situations which may result in such personal harm or illness include but are not limited to:

1. Driving of an emergency vehicle using lights and sirens
2. Exposure to hostile or combative patients
3. Response to violent crime scenes
4. Response to accidents involving hazardous chemical spills
5. Exposure to communicable diseases
6. Danger from moving traffic at highway/roadway accidents
7. Response to hazardous environments
8. Exposure to dirty needle sticks
9. Performance of certain high risk procedures in the delivery of advanced life support

**EXAMPLES OF DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

1. Maintain a constant level of training, attendance at the prescribed in-service education classes.
2. Will successfully re-certify his/her EMT certificate as required by the Kentucky Board Emergency Medical Services.
3. Will successfully re-certify his/her Paramedic certificate as required by the Kentucky Board Emergency Medical Services.
4. Will successfully re-certify his/her A.C.L.S. as required by the Kentucky Board Emergency Medical Services.
5. Will be ultimately responsible for all patients on the scene of an emergency.
6. Will maintain assigned unit and equipment in constant state of readiness and cleanliness as dictated by the H.C.A.S. supervisor/shift leader.
7. Will maintain his/her living quarters in a constant state of cleanliness, as dictated by the H.C.A.S. supervisor/shift leader.
8. Will complete all necessary forms pertaining to ambulance runs such as the state step form, billing form, unit check sheet, and any other forms required by the H.C.A.S. supervisor.
9. Will maintain the proper uniform as dictated by the H.C.A.S. supervisor, in such a manner that is necessary to furnish a neat clean uniform at each shift. This includes all required insignia and patches of certification. All employees must keep a spare uniform at their assigned duty station at all times.
10. Will accomplish drivers training certification within an allotted amount of time as assigned by the

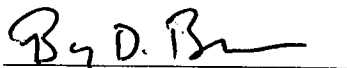
supervisor.

11. Will accomplish hazardous materials awareness level certification within an allotted amount of time as assigned by the supervisor.
12. Will accomplish incident command certification within an allotted amount of time as required by the Kentucky Board Emergency Medical Services.
13. Will accomplish infection control training within an allotted amount of time as assigned by the supervisor.
14. Will maintain infection control training annually.
15. Will maintain a Kentucky State Drivers License.
16. Must be able to operate an emergency vehicle in emergency and non-emergency settings within an allotted amount of time as assigned by the supervisor.
17. This person will come into contact with these persons when they are at their worst, and must be able to cope with these types of situations.
18. Exercise accountability and control of all equipment used in the everyday performance of duties.
19. Personnel are not authorized to enter into contracts or expenditures of funds without approval of supervisor.
20. Other duties as assigned by the supervisor/shift leader.

**MINIMUM REQUIREMENTS:**

**Training and Experience:** Graduation from an accredited high school with concentration in general required academics, or have a G.E.D. Successfully completed a recognized Kentucky Emergency Medical Technician/Paramedic course. Maintain a current certification as a Paramedic specified by the Kentucky Board of Emergency Medical Services. Experience in and around a hospital environment is a definite advantage, also any environment surrounding the patient care or assistance.

**Special Knowledge, Skills and abilities:** Knowledge of the statutes, ordinances, regulations and rules governing the Emergency Medical Treatment and Transport of the Sick and Injured. A knowledge of the County, including a working knowledge of streets, roads, main buildings, awareness of outlying hospitals and nursing homes is a plus. Ability to exercise good judgment and tact when dealing with the public in person and by telephone.



Barry D. Brown, Supervisor  
Hardin County Ambulance Service



Glen D. Dalton, Judge Executive  
Hardin County, Kentucky

Date Approved: 6-11-01