

Paramedic Employee, GCEMS

Reports to:

GCEMS Chief (or Assistant Chief)

Basic Requirements:

- WI licensed Paramedic or I-99 willing to become a paramedic. Must maintain this level.
- Clean driving record. Able to drive/operate all GCEMS vehicles.
- Must be at least 21 years of age. Prefer 25 years of age (not an absolute requirement, but must be approved by insurance company). Must maintain EVOC training.
- Working knowledge of radio procedures and etiquette.

General Requirements:

- Able to read, write, and speak English.
- Possess excellent writing and verbal communication skills.
- Able to follow verbal and written directions.
- Able to function under stressful situations.
- Able to meet and represent GCEMS to the general public.
- Able to work in a team setting.
- Basic office and computer skills.
- Able to use city and county maps to locate addresses.
- Assist with scheduling (801 and special events)
- Assist chief and officers with GCEMS related tasks/projects as needed.
 - Review daily run sheets.
 - Assist with training classes.
 - Assist with PR and Recruiting.
 - Other GCEMS activities as needed.

Equipment and Maintenance Requirements:

- Daily check of ambulances for supplies and cleanliness
 - Restock/replace missing items.
 - Wash/wax ambulances as needed.
 - Perform minor maintenance on ambulances, building.
 - Assist with inventory/ordering of supplies and equipment.
 - Check drug/equipment expiration dates. Replace as necessary.
 - Fill and/or change oxygen tanks as needed
 - Perform cleanup and disposal of contaminated items as needed.
- Able to work flexible hours including weekends.

Currently, this position holds no authority – not an officer