

City of Fort Worth, Texas Job Description

Classification Title	Lead Paramedic – Part Time		
Job Code:	PS5370	Job Family:	Fire
Pay Grade	511	Date Reviewed:	01/15/2025
FLSA Status	Nonexempt	Date Revised:	08/22/2025

GENERAL SUMMARY

Works under limited supervision and is responsible for the completion of orders and directives set to deliver high quality emergency medical and advanced lifesaving services on a part time basis. May work independently in the completion of duties related to the Fire Department EMS program and other special assignments.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Lead Paramedic-Operations

1. Maintains mental focus and emotional stability to manage emergency medical calls in high stress, traumatic, physically demanding and/or emotionally charged incidents.
2. Directs the operations of emergency medical units and acts as primary decision maker on assigned unit.
3. Utilizes medical equipment, including cardiac monitor, oxygen, and suction devices, CPR, and other procedures and medications as required to safely provide advanced medical care consistent with medical protocols.
4. Safely operates and maintains emergency vehicles to include preserving, cleaning, servicing and returning the vehicle to emergency readiness.
5. Communicates effectively and professionally with patients & other healthcare providers. Including but not limited to 911 Telecommunicators, local hospital staff and other first responders.
6. Completes timely and detailed medical records in appropriate systems and accurately records detailed information as required for all job-related processes and procedures.
7. Comprehends and complies with all health and safety regulations and applicable protocols. This includes the ability to lift and move patients, including morbidly obese patients.

8. Maintains all requirements for credentialing from the Office the Medical Director and EMT-B or EMT-P licensing through the Department of State Health Services.
9. Performs other related duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

Lead Paramedic-Staff

1. Performs the duties of their assigned staff position in accordance with, and in support of the Fire Department's Mission Statement.
2. Assists the Training Division with the administration of training sessions relevant to their assigned staff position.
3. May act in a higher capacity as EMS Supervisor and will be expected to perform all required and related duties of their immediate supervisor.
4. Performs other related duties as required.
5. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

Other Job Functions:

1. Cleans and maintains station quarters and grounds when directed.
2. Participates in drills and training sessions.
3. May work on assignment in any Fire Department Division.
4. Assists in company safety assessments of homes and business places within assigned Battalion.
5. Operates a computer utilizing various software packages and electronic mail.
6. Performs other related duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and practices of advanced emergency medical care.
 - Uses and maintenance of EMS equipment and vehicles.
 - Departmental rules and regulations.
 - Geography of the city.
 - Medical hazards and emergency medical resources.
- **Skill in:**
 - Application of first aid, resuscitation and open airway techniques.

- Leading and communicating effectively in emergency medical situations.
- Safe operation of emergency vehicles and equipment.
- **Ability to:**
 - Learn the principles and practices of emergency medical care and apply techniques.
 - React quickly and calmly in emergencies.
 - Learn to operate relatively complex equipment.
 - Establishes and maintain effective working/living relationships with the public and other employees.

MINIMUM JOB REQUIREMENTS

High School graduate or GED, plus two years' experience as an EMT-B or EMT-P for the City of Fort Worth or two years' experience as a Paramedic.

OTHER REQUIREMENTS

Valid Texas Drivers License Class "C" or equivalent and an acceptable driving record; must possess EMT-B or EMT-P licensing through the Department of State Health Services

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Inside/outside working conditions exposed to all extremes of the environment; exposed to human excrement, blood, urine, mucous & tissue.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Lifting objects in excess of 125 lbs. with frequent lifting and/or carrying of objects weighing 50 lbs. or more; able to maintain body equilibrium when climbing and walking.