



## **JOB CLASS 3**

**POSITION TITLE:** PARAMEDIC

**DEPARTMENT:** AMBULANCE

**SUPERVISOR:** AMBULANCE DIRECTOR

**POSITION TYPE:** PART-TIME

### **OVERVIEW OF POSITION:**

Join a team of dedicated professionals committed to providing high-quality emergency medical care in the greater Wabasha area. The Paramedic serves as a member of the primary care EMS (emergency medical services) response team of the ambulance service. The Paramedic provides immediate lifesaving care for those persons who access the emergency medical services system. Other roles and expectations are to provide direct patient care, medical transport, public outreach and education, equipment checks and maintenance, station maintenance, and housekeeping, filling call time, and other related duties as required.

This position is an hourly, minimum of 48 hours and maximum of 96 hours per month including weekdays, weekends, and holidays. Additional call time may be required as needed. The 2026 pay range is, starting pay is \$23.69 per hour to \$24.62 per hour. Starting pay is commensurate with qualifications and experience.

### **ESSENTIAL JOB FUNCTIONS:**

#### **Patient Care Activities:**

To provide high quality, efficient, and immediate patient care in the prehospital 911 and interfacility environment to the critically ill and injured. This will be done as outlined in Wabasha Ambulance's standard operating guidelines and procedures, the City of Wabasha employee handbook, and organizational policy and procedures.

#### **Leadership**

Provide direction and assistance to any crew member or public safety personnel as needed. Additional duties assigned by personnel on-site and through daily correspondence.

1. Leadership skills: Communication and observational skills
2. Critical thinking skills, deductive and inductive reasoning abilities.
3. Empathy, interpersonal communication skills, and team-player skills.
4. Self-motivation, flexibility, and ability to cope with stressful situations.
5. Organization skills.
6. Ability to work autonomously and with other people as well as agencies.
7. Always represent Wabasha Ambulance Service professionally.

**Safety**

Conduct all operational and administrative activities while maintaining a safe working environment.

**Equipment / Vehicle Readiness**

Conduct readiness checks of all equipment and vehicles, inventory/ordering of supplies, and other related tasks.

**Assigned Tasks**

The list below includes examples and **may not be all-inclusive**.

**At Wabasha Ambulance Service**

1. Provide and/or assist in community education training and public relations.
3. Provide and/or assist in quality improvement input to continuously improve key processes identified.
4. Provide standby coverage at various high-risk activities in Wabasha Ambulance's Primary Services Area (PSA).
5. Perform other duties and functions as assigned by the Wabasha Ambulance Director.
6. Assists other departments as needed.
7. Attends all mandatory continuing education and required safety training programs.
8. Inspect, clean, and maintain equipment and report any defective or damaged equipment immediately.
9. Prompt and regular attendance at work.

**ESSENTIAL PHYSICAL DEMANDS, PHYSICAL ENVIRONMENT, AND MENTAL DEMANDS OF THE JOB:****Physical Demands**

Sustained physical effort, standing, sitting, stooping, squatting, kneeling, lifting, pushing, pulling, and climbing.

**Physical Environment**

Working conditions include being indoors or outdoors any time of the day and in any kind of weather with frequent exposure to disagreeable elements and danger and noise. The setting may be in bright daylight, indoor lighting, or no lighting at all. Temperature ranges may include very hot to very cold.

**Mental Demands**

Requires continuous mental effort for decision-making, critical thinking, and problem-solving in-patient care situations. Need to perform at an independent level within parameters of established policies and procedures.

**HOURS OF WORK**

Shifts are 12 hours and will vary between daytime, overnight, some weekend, and some holiday shifts. Available for callbacks during personnel shortages, including sick calls and high-demand situations such as mass casualty incidents.

## **QUALIFICATIONS:**

### **Education and Training (Minimum Necessary)**

- High School diploma or equivalent.
- Current National Registry Paramedic License
- Current Minnesota State Paramedic License
- Current Wisconsin State Paramedic License (or ability to obtain one within 6 months of hire)
- Complete and maintain an EVOC (Emergency Vehicle Operations Course) training certificate or equivalent.
- Must possess and maintain a valid state driver's license (minimum equivalent to a Minnesota Class "D" driver's license.)
- Driver's motor vehicle record must meet requirements outlined in the Employee Handbook and insurability of auto insurance provider.
- American Heart Association Basic Life Support
- American Heart Association Advanced Cardiac Life Support
- American Heart Association Pediatric Advanced Life Support

### **Special Knowledge, Skills, Experience, and Abilities**

- Excellent written and oral communication skills.
- Ability to work independently with little direct supervision using time management skills.
- Competency with Microsoft products, Field Bridge/Service Bridge, MNSTAR, and other Windows and web-based applications.
- Works well under pressure
- Excellent customer service skills
- Minimum of six months of Paramedic experience in an ALS Service (Preferred)
- AHA BLS Instructor (Preferred)
- International Trauma Life Support or equivalent (Preferred)

### *Disclaimer*

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

Approved By: Caroline Gregerson, City Administrator  
Date Last Review: 12-17-2025