

NOTICE TO LOCAL #1310 EMPLOYEES

SUBJECT: VACANCY

Pursuant to Article VII, Section 2 and 3 of the 2007-2011 Collective Bargaining Agreement between Public Service Employees Local #1310 and the City of Wilkes-Barre, job openings are to be filled through a bidding process.

The City has a vacancy. Consequently, applications for the position of **PARAMEDIC II**, Department of Public Safety, Bureau of Fire, Medical Services Division will be accepted in the Bureau of Human Resources from September 2, 2009 through September 9, 2009. Applicants who wish to be considered for this position shall submit a standard application and/or resume to Christine M. Jensen, Human Resources Director and shall attach thereto any other data that would be helpful in determining their qualifications.

Pertinent information for this position is as follows:

1. **RATE OF COMPENSATION:**
 - a. The 2009 salary for this position is \$45,310.00 for current bargaining unit members. Newly hired bargaining unit members are also subject to the probationary pay scale outlined in Article XI, Section 3 of the Collective Bargaining Agreement between the City of Wilkes-Barre and Local #1310.
2. **HOURS OF WORK:**
 - a. Varied shift work.
3. **DUTIES:**
 - a. Perform advanced life support and field paramedical work responding to emergency calls from the public to perform medical assistance, including, but not limited to:
 - b. Stabilize patients to permit safe transport to a full service medical facility.
 - c. Drive to emergency, evaluate situation and radio doctor on duty at base hospital for medical direction.
 - d. Observe vital signs by checking respiration, pulse, blood pressure, etc.
 - e. Clean wounds and apply bandages.
 - f. Give injections, including intravenous injections of a variety of drugs based on radio based hospital physician's instructions or according to established drug therapy protocol.
 - g. Prepare reports on each treatment given, drug dispensed, location and identity of patient and receiving hospital, and special problems encountered.
 - h. Receive training, testing and evaluations periodically to maintain adequate certifications to qualify for state recertification and for new techniques.

- i. Obtain accurate and current medical and/or auto insurance information before leaving the receiving hospital.
- j. Complete a computerized on-line medical report with accurate medical and insurance information within 24 hours after patient care.
- k. Assist with fire/ground operations including medical scene size-up, establishing medical command post, and reporting to incident commander.
- l. Participate in rescue activities in a variety of situations.
- m. Render first aid to injured Fire Fighters at scene.
- n. Establish a rehabilitation area when required.
- o. Restock and maintain a reserve ambulance at each fire station.
- p. Perform related work as required.

4. QUALIFICATIONS:

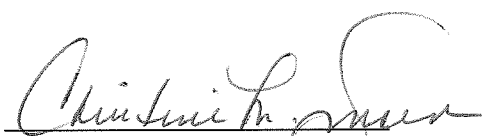
- a. Completion of a "Training Course for Paramedic" approved by the Department.
- b. Possession of Pennsylvania State Certification as Paramedic.
- c. Certification by the Medical Director, or a physician approved by the Medical Director, as having demonstrated competency in all required skills.
- d. Possession of a valid proper class motor vehicle operator's license issued by the Commonwealth of Pennsylvania prior to appointment.
- e. Previous Advanced Life Support experience.
- f. Proficient with computers and various software including Microsoft Windows.
- g. Proficient with Med Media EMStat or similar EMS computer billing systems.
- h. Graduate of High School or equivalent;
- i. Ability to physically perform duties listed above.

5. PHYSICAL REQUIREMENTS:

- a. Ability to lift and carry several hundred pounds.
- b. Bending, stooping, and lifting on a continuous basis.

6. OTHER

- a. Wilkes-Barre City residency required throughout duration of employment. Successful applicant may take up to six (6) months to establish residency within the corporate boundaries of the City of Wilkes-Barre.



Christine M. Jensen, SPHR
Human Resources Director
September 1, 2009

Individuals other than members of Laborers' Local # 1310 may apply for this position but they are not covered by Article VII of the aforementioned Collective Bargaining Agreement.

The City of Wilkes-Barre assures that employees and applicants for employment are not discriminated against because of race, age, color, religion, sex, national origin, disability, or family status.

The City of Wilkes-Barre is an Equal Employment/Affirmative Action Employer.