

**CITY OF WILDER, KENTUCKY**

**ORDINANCE NO. 25-0202**

**AN ORDINANCE AMENDING THE CITY OF WILDER  
PERSONNEL POLICY BY ADDING THE POSITION OF  
PARAMEDIC FOR THE CITY OF WILDER KENTUCKY**

WHEREAS, the City of Wilder has previously adopted a personnel policy; and,

WHEREAS, a new position to the fire department is being added as a result of changing trends in hiring and recruiting within the fire service;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WILDER, CAMPBELL COUNTY, KENTUCKY AS FOLLOWS:

**SECTION ONE**

That the personnel policy for the City of Wilder be amended to include the position of PARAMEDIC in the Fire Department for the City of Wilder. A copy of said job description is attached hereto and made a part of this Ordinance.

**SECTION TWO**

That this Ordinance be read on two separate occasions, shall be signed by the Mayor, attested by the City Clerk published in accordance with law and made a part of the records of the City of Wilder. Same shall be in effect at the earliest time provided by law.

PRESENTED AT FIRST READING this 3rd day of February 2025.

PASSED AT SECOND READING this 3rd day of March 2025.

  
VALERIE A. JONES- MAYOR

ATTEST:

  
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JUANITA SCHULTZ- CITY CLERK/TREASURER

Published in summary form in LINK NKY this 19<sup>th</sup> day of March, 2025.

**CITY OF WILDER**  
**POSITION DESCRIPTION**

**CLASS TITLE:** Paramedic

**JOB DUTIES**

- This position requires Paramedic Certification
- This position is exposed to infectious diseases or blood borne pathogens as a result of working in close physical contact with the general public
- This position routinely deals with medical equipment such as difibulators, syringes, and drugs that can cause harm if not properly used.
- This position requires a high degree of physical conditioning in order to lift and move injured persons and deal with the physical and mental stress associated with the duties of this position.

**GENERAL STATEMENT OF DUTIES**

This position performs various types of emergency medical services, is responsible for the preparation and maintenance of accurate records pertaining to equipment and apparatus maintenance of an EMS nature.

**DISTINGUISHING FEATURES OF THE CLASS**

A paramedic must display a high level of knowledge and expertise in emergency scene operations. This class of employee must be able to represent the department with a high degree of professionalism. This position is considered a **non-hazardous** in the Kentucky Public Pension Authority (KPPA).

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties may include but are not limited to the following:

Render pre-hospital emergency medical care according the established medical protocols

Drive vehicles to and from emergency scenes, transport accident victims and medical patients to the hospital

Assist and coordinate with other emergency service agencies in rescue operations, motor vehicle accidents and other emergency situations

Perform a variety of emergency medical treatment services at the basic and advanced life support levels

Employ safe lifting and moving techniques

Handle radio communications during emergency and non-emergency situations

Perform related duties as assigned

### **ADDITIONAL EXAMPLES OF WORK PERFORMED**

Cleans and maintains (minor maintenance) vehicles

Cleans and maintain fire station

Maintains records of vehicles, supplies, training and daily work (data entry)

Assists fire personnel at the fire scene with rehab duties

Performs other related duties as assigned

Assists the fire department with public relations activities

### **REPORTS TO:**

EMS Officer

Fire Chief

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of applicable laws and regulations.

Knowledge of department policies and procedures.

Knowledge of all equipment related to his/her job related functions.

Knowledge of street systems that the fire department may respond to

### **SPECIAL REQUIREMENTS/ACCEPTABLE TRAINING AND EXPERIENCE**

Must possess a valid operator's license.

Must meet or exceed all statutory and regulatory requirements of Kentucky Paramedic Certification to include ACLS (Advanced Cardiac Life Support, PEEP (Pediatric Education for Pre-hospital Professionals) or PALS (Pediatric Advance Life Support).

May obtain the requirements of National Registry Paramedic Certification, PHTLS (Pre-hospital Trauma Life Support), and BTLS (Basic Trauma Life Support).

Must be no younger than twenty-one (21) years of age.

Must complete department approved defensive driving course.

Must complete department approved obstacle and road driving course for each EMS apparatus.

Must be approved by the medical director overseeing emergency medical protocols.

## **PHYSICAL DEMANDS**

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

While performing the duties of this job, the worker is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to handle or feel; climb or balance; stoop, kneel; crouch or crawl; reach with hands and arms; and taste and smell. Subject to infectious disease, toxic waste, chemicals, fumes, odor, and other hazards.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to focus.

## **WORK ENVIRONMENT**

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.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, extreme heat, and vibration.

The noise level in the work environment is usually moderate in the office setting, and loud at an emergency scene.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective 3/2025