

Job Description
Emergency Medical Technician (EMT)

<u>Direct Report of:</u>	Lieutenant Safety Officer Training Officer	Medical Director Privacy Officer
<u>Peers With:</u>	Firefighters Chaplain	Firefighter/EMTs
<u>Location:</u>	Tightwad Fire Station	Coal Fire Station
<u>Resources Provided for District Business:</u>	Personal Protective Equipment (PPE) Uniform and badge Training and education	Mobile radio while on duty Response application Continuing education
<u>Memberships: (when eligible)</u>	Missouri Emergency Medical Services Association (MEMSA)	
<u>Compensation Range and Allowances:</u>	Unpaid	Uniform and wireless telephone allowances, when eligible
<u>Assignment:</u>	Part-time	On-Call 24 hours a day, 7 days a week
<u>Maximum Staffing Level:</u>	20 Total Firefighter, EMT, and Firefighter/EMT positions	

Primary Responsibility:

The Emergency Medical Technician's (EMT's) primary responsibility is protecting life in the District, that is, providing emergency medical services (EMS).

Administrative Duties:

The EMT's administrative duties include report writing, documentation of training, incidents, patient care, station duties, maintenance, and other activities.

Important Duties:

- Assists in the preparation of reports and documentation as necessary, e.g., incident reports, patient care reports, etc.
- Complies with applicable state and federal regulations and statutes, e.g., traffic laws
- Conforms to District policies and standard operating procedures and guidelines
- Operates, cares for, tests, and maintains EMS equipment
- Cleans and maintains District buildings, apparatus, and grounds
- Supports District activities and programs, including community education and emergency preparedness
- Responds to alarms and serves as the Incident Commander at the scene of incidents as necessary according to the District's standard operating procedures or guidelines

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- Provides feedback to Lieutenant, Quality Assurance and Quality Improvement Coordinator on operational goals and standard operating procedures and guidelines, including suggestions for the purchase of equipment and supplies
- Supports continuous improvement of operations and protocols, improved outcomes through participation in quality assurance and quality control activities, reduction of response times and streamlining work processes
- Works cooperatively and jointly to provide seamless quality customer service
- Participates in District activities and community activities in which the District is involved
- Participates in periodic training exercises and drills to increase emergency services knowledge and skill proficiencies
- Assists with special projects, as assigned

Required Knowledge & Training:

- Basic Life Support (BLS) emergency medical services
- District streets, roads, highways, locations, and known hazards
- Principles, practices, methods, and equipment employed in modern EMS, including operations and maintenance, including the National Incident Management System (NIMS)
- District ordinances, policies, standard operating procedures or guidelines, state statutes and regulations pertaining to EMS
- Safety standards and precautions pertaining to EMS activities and the use and operation of EMS equipment

Required Abilities:

- Follow commands and instructions
- Use good judgment in operational activities consistent with carrying out the District's mission, achieving goals, and fulfilling the District's vision
- Establish relationships and work well with District employees
- Work well with the public and employees of other agencies
- Uses EMS equipment, e.g., stethoscope, oxygen delivery system, blood pressure cuff, airways, automated external defibrillators (AEDs), etc. or apparatus in emergency situations
- Process patients, including fracture and spinal injury management; burn management; obstetrical emergencies; airway management; and triage of patients in a mass casualty incident
- Administration of medications according to District protocols
- Perform routine apparatus and vehicle maintenance duties
- Gather information regarding patient status by interviewing and obtaining the statements of victims and witnesses at the scene of an incident to provide safe and accurate treatment
- Prepare reports and documentation as necessary for national incident reporting and patient care, with clearly organized thoughts using proper English sentence construction, punctuation, and grammar
- Detect symptoms or evidence of illness or injury to provide a basis for effective treatment

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- Communicate with co-workers and employees of other agencies
- Communicate as necessary with District patrons, victims, or the public
- Comprehend and make inferences from written material in the English language
- When necessary, lead and command effectively in emergency situations
- Work safely without presenting a direct threat to self or others
- Basic computer skills such as emailing, word processing, and EMS applications

Required Licensure:

Valid Missouri EMT license or greater, e.g., Emergency Medical Technician-Paramedic, Registered Nurse, etc.

Desired Training and Experience:

A combination of experience and education that meet the desired training and experience may be substituted for the following:

- Experience and familiarity with emergency services operations
- Successful completion of courses in emergency services operations and/or EMS
- Experience as an EMT
- Spanish bilingualism

Confidentiality:

Regularly works with data, processes, or confidential information where disclosure is a serious breach of trust and potential violation of law.

Working Conditions:

At times, this position requires disagreeable working conditions that include exposure to any number of elements (individuals with injuries, illnesses, contagious diseases, toxic chemicals, hazardous substances, heat, cold, noise, inclement weather as well as occupational hazards such as exposure to smoke, fire, and explosions; etc.), with several continuously present to the extent of being objectionable.

Mental and Visual Demands:

The position requires intense and exacting mental and visual attention, involving the performance of complex work. The position requires continuous attention to detail.

Physical Requirements:

- Lift and move patients with and without stretchers
- Hear and respond to visual and auditory alarms, e.g., traffic sounds, sounds of impending building collapse, alarms, sirens, calls for assistance, and other audible signs of alarm or warning in emergency situations
- Communicate effectively via two-way radio, e.g., with dispatch
- Wear personal protective equipment (PPE) such as gloves, goggles, face masks, gowns, etc.
- Operate medical equipment such as a stethoscope, oxygen delivery system, blood pressure cuff, airways, automated external defibrillators (AEDs), etc.

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Additional Requirements:

- Ability to respond to incidents within 15 minutes when available for duty
- Excellent attendance and active participation
- This position may use personal or District vehicles on District business; therefore, if an EMT uses personal or District vehicles, the individual must be physically capable of operating the vehicle safely, possess a valid driver's license, and have an acceptable driving record
- Use of a personal vehicle for District business will be prohibited if the employee does not have personal insurance coverage.

Note: This Job Description will be reviewed from time to time and adjusted, if necessary.