



Delaware County

This document is used to provide a basic description of essential duties and other work elements

Job Title: Emergency Medical Technician (EMT) - Basic	
Department: Emergency Medical Services (EMS)	Position Fund Account No.:
Division:	Job Category: POLE
Work Schedule: 24-hour shifts, as assigned	Job Grade:
Reports to: Shift Lieutenants and Captain	Status: Full-time
FLSA Status: Non-exempt (OT eligible)	Effective Date: July 2003 Re-evaluation Date: December 2023

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Delaware County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as Emergency Medical Technician (EMT) - Basic for Delaware County Emergency Medical Services (EMS), responsible for responding to emergencies, providing patient care and transport, conducting training and education, and operating and maintaining vehicles, equipment, and facilities.

DUTIES:

Responds to emergency scenes, including fires, auto accidents, medical calls, and rescues, driving or riding in appropriate vehicle to scene, carrying and setting up equipment, and assessing scene safety, as necessary. Safely performs patient extrication or rescue.

Provides patient care at emergency scenes, including providing triage and treatment, performing patient assessment and history, communicating with patients, preparing patients for movement, transporting patients to hospital, monitoring patient condition, and offering comfort and assistance to victim and families.

Coordinates and communicates with other emergency or health personnel, including fire departments, law enforcement, and dispatchers to provide and receive pertinent information.

Completes and submits various reports as required including run sheets, inspection and maintenance reports, and patient charts.

Maintains appearance and serviceability of Department vehicles, including inspecting fluids, checking for proper function such as emergency lights and radio equipment, washing outside, washing and sanitizing inside, and checking/stocking medical equipment and supplies.

Maintains equipment and supplies, including maintaining inventory, performing repairs, requesting replacement, cleaning and sterilizing equipment, checking expiration dates of supplies, and restocking supplies.

Cleans and maintains EMS station, including performing cleaning of living quarters, bathroom, kitchen, and garage, snow removal, trash removal, washing laundry, mowing grass, landscaping, and restocking supplies.

Performs public awareness and educational activities, such as for events and providing education in schools, preschools, and community organizations. Provides training for volunteers and provides EMT students ride time as designated by the supervisor.

May drive emergency vehicles. May perform in-house training.

Attends prescribed in-service or other training programs for certification and continuing education, as required. Attends regular Audit and Review meetings with Medical Director.

Responds to emergencies on a 24-hour basis and serves on 24-hour call on a rotation basis.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE and closely related technical school training. Prior one (1) year related work experience required unless authorized by the Director.

Must be eighteen (18) years of age.

Possession of and ability to maintain state requirements for valid Basic EMT certification, ability to obtain and maintain other required certifications and training including but not limited to SIDS, Bloodborne Pathogens, and HazMat Awareness and Operations, and ability to complete biennial skills competency testing and continuing education, as required. Possession of related training/certifications such as EVOC, CPR, Active Shooter Response, and/or Mass Casualty Care preferred.

Ability to meet all hiring and retention requirements, including passage of drug test.

Practical knowledge of and ability to safely and effectively administer emergency medical practices and procedures, provide pre-hospital life support, and provide transportation of patient to a medical facility.

Practical knowledge of and ability to make practical application of customary practices, procedures, rules of the Department and related regulations, and ability to take authoritative action as situations demand and ensure safety and stabilization of patient.

Working knowledge of Department bloodborne pathogen exposure reporting procedures, and ability to protect oneself from contacting infectious diseases by avoiding high risk environments and by having knowledge of and utilizing universal health precautions.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare written documents, correspondence, and reports within established Departmental deadlines.

Working knowledge of community geography, street names, locations, and landmarks.

Working knowledge of radio frequencies, codes, procedures and limitations, with ability to speak clearly and distinctly, and to hear and be heard and understood in person, by radio, and by telephone.

Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the workplace.

Ability to obey all written and oral orders and directives from Department superiors.

Ability to apply sound decision making in high stress situations.

Ability to use tact and diplomacy and effectively listen, comprehend, and communicate orally and in writing with co-workers, other County/City departments, hospitals, other emergency personnel, law enforcement personnel, nursing homes, victims and families, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to, or maintain confidentiality of, Department information and records according to state and federal requirements.

Ability to properly operate standard office and department equipment, including but not limited to computer, tablet, radios, binoculars, stretcher, medical equipment, and to operate a vehicle.

Ability to read, understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work rapidly for long periods and on several tasks at the same time, often under time pressure.

Ability to properly operate, maintain and/or oversee maintenance, and repair of vehicles, equipment, and uniforms.

Ability to perform arithmetic calculations quickly and accurately.

Ability to analyze, evaluate, observe, diagnose, investigate, and make data driven decisions.

Ability compare or observe similarities and differences between data, people, or things and apply knowledge of people and locations.

Ability to read/interpret detailed prints, sketches, layouts, specifications, and/or maps.

Ability to testify in legal proceedings or court and to plan and deliver public speaking presentations.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to regularly work evenings, weekends, extended, and irregular hours, respond to emergencies on a 24-hour rotation basis, serve on 24-hour call on a rotation basis, and occasionally travel out of town.

Possession of a valid driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs emergency medical duties according to established Department policies and procedures, making independent decisions and taking authoritative action in response to situational demands. Incumbent works according to a formal schedule with priorities primarily determined by supervisor and service needs of the public. Incumbent follows standard operating procedures or policy and procedural manuals and must have supervisor's permission to deviate from standard operating procedures. Errors in work are primarily detected or prevented through procedural safeguards and supervisory review. Undetected errors may lead to loss of life or endangerment to self, patients, and/or the public, damage to equipment, loss of time to correct error, and inconvenience to other agencies/departments/public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other County/City departments, hospitals, other emergency personnel, law enforcement personnel, nursing homes, victims and families, and the public for purposes of exchanging information and rendering service.

Incumbent reports directly to Shift Lieutenant/Captain.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties primarily in the field and in a vehicle, involving sitting/walking at will, sitting/standing/walking for long periods, running fast for short and long periods, walking/running/carrying equipment up/down flights of stairs, jumping up to/down from elevated areas, lifting/carrying/pushing/pulling objects weighing more than 50 pounds, forced building entry, driving, keyboarding, handling/grasping/fingering objects, crouching/kneeling, bending, reaching, close/far vision, color/depth perception, hearing sounds/communication, and speaking clearly. Incumbent is exposed to extreme temperatures, wet/icy surroundings, walking on uneven terrain, climbing over obstacles, working in confined areas, chemicals/fumes/odors/dust/dirt, noisy environments, heights, driving at high rates of speed, physical resistance, violent/irate individuals, and situations involving potential physical harm to self and others. Universal health and safety precautions must be followed at all times to avoid contamination, infection, and/or injury to self and others, including wearing protective clothing and equipment.

Incumbent is required to regularly work evenings, weekends, extended, and irregular hours, respond to emergencies on a 24-hour rotation basis, serve on 24-hour call on a rotation basis, and occasionally travel out of town.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Emergency Medical Technician (EMT) - Basic for Delaware County Emergency Medical Services describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Approved by Human Resources Director: _____Date_____

Supervisor Signature Date

Reviewed with Employee Date

Employee's Signature (Printed Name) Date

Signed copy to : Human Resources(Original)
Supervisor