

MORGAN COUNTY POSITION DESCRIPTION

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| TITLE: <u>Emergency Medical Technician</u> GRADE: <u>2</u> |
| DEPARTMENT: <u>Morgan County Ambulance</u> DIVISION: <u>Emergency Medical Response</u> |
| EXEMPT/NON-EXEMPT: <u>Non-Exempt</u> REVISED: <u>July 2018</u> |

GENERAL STATEMENT OF DUTIES:

This is a rescue and advanced life support position at an Emergency Medical Technician (“EMT”) level. Responsible for administering basic and advanced life support care under standard protocols under supervision of Paramedic Supervisor.

SUPERVISION RECEIVED:

Paramedic Supervisor, Director of Morgan County Ambulance, as well as from the physician advisor (who has been selected by the service as a requirement of the State of Colorado to oversee the medical treatments provided by members of the ambulance service).

SUPERVISION EXERCISED:

None.

ESSENTIAL FUNCTIONS:

The following duty statements are illustrative of the essential functions of the job and do not include other nonessential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of this job at any time.

- ◆ Must be able to read, write, and understand English medical terms as they apply to Pre-Hospital Emergency Medicine.
- ◆ Must successfully complete a pre-hire written, practical, and oral exam at an EMT level.
- ◆ Assists in the development and implementation of goals, objectives, and priorities for the Ambulance Service.
- ◆ Carries out daily duties at direction of Paramedic Supervisors and/or Ambulance Director. Implements patient care protocols established and/or approved by the Physician Advisor.

- ◆ Responsible for maintaining medical, legal, and technical proficiency as an EMT.
- ◆ Assists in coordinating ambulance response activities with other County departments, divisions, and outside agencies.
- ◆ Reviews and ensures that all personally completed medical reports are accurate, complete, and filed in a timely manner.
- ◆ Is familiar with and complies with safe work practices.
- ◆ Operates rescue and emergency vehicles, transports patients, and delivers life support care. Shares duties of "On Call" status.
- ◆ Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Knowledge of methods, equipment, materials, and techniques used in the delivery of emergency medical service.
- ◆ Knowledge of operating safety practices and procedures.
- ◆ Knowledge of motor vehicle laws as pertaining to equipment operation.
- ◆ Ability to communicate effectively, both verbally and in writing.
- ◆ Ability to establish and maintain effective work relationships with those contacted in the course of work.
- ◆ Ability to maintain accurate records.
- ◆ Ability to follow the rules and responsibilities policy as it pertains to this Position.
- ◆ Must complete Emergency Management Institutes NIMS Courses IS-700; IS-100; IS-200; & IS-800 within 6 months of hire.

EXPERIENCE:

Requires certification as an EMT at basic level. Must maintain CPR and state certification as required.

SCOPE OF INTERPERSONAL CONTACTS:

Contacts are with superiors, subordinates, elected officials, users, and vendors. Contacts require the ability to exercise a high degree of interpersonal skills to influence persons at all levels. Incumbent is accountable for the results of the contact.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- ◆ VISION - Individual must possess visual acuity necessary to perform duties in lighting conditions that range from low, defused light to bright, direct light.
- ◆ HEARING - Individual must possess hearing ability to detect patient conditions which may be muted as well as ability to work in situations which may produce exposure to noise in excess of 100 decibels while wearing protective hearing devices.
- ◆ LIFTING - Must be able to lift, carry, push and pull a minimum of 125 pounds.
- ◆ MOBILITY - Spends time sitting, standing, and walking while performing the duties of the position. Frequently* stoops, kneels, balances, reaches, crawls, and crouches while performing duties. Must be able to perform these tasks on uneven grades such as road sides, ditches, snow, ice, etc.
- ◆ DEXTERITY - Frequent* use of eye, hand, and finger coordination enabling the use of medical devices as well as automated office equipment.
- ◆ COMMUNICATION - Individual must be able to clearly read, write, and understand the English language and be understood while speaking the English language. Spanish is a plus.
- ◆ DRIVING - Individual must possess a valid drivers license to operate response equipment (ambulances) and must be able to drive under extreme weather conditions as well as unknown geographic locations.

*Occasionally: Activity exists less than 1/3 of the time.

*Frequently : Activity exists between 1/3 and 2/3 of the time.

*Constantly : Activity exists more than 2/3 of the time.

Morgan County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, age, gender, gender identity, political affiliation, national origin, sexual orientation, disability, genetic information, veteran status, or any other legally protected status. Candidates whose disabilities make them unable to meet the requirements of the position will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodations.

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| Employee Signature: | Date: |
| Human Resources Signature: | Date: |

