

Position Title: (EMT)

Statement of Duties

Position provides responsible technical work in performing emergency medical responses. Work includes providing patient care, transporting patients to the hospital, maintaining ambulance and equipment, preparing reports, and performing all other related work as required.

Supervision

Employee works under the general direction of the Director of the Ambulance Department. Employee plans and prioritizes work in accordance with standard procedures and previous training and is expected to solve problems by adapting methods or interpreting instructions. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadline or priorities. Technical and policy problems or changes in procedures are discussed with the supervisor, but ordinarily the employee plans and performs work independently. Work is reviewed for technical adequacy, appropriateness of actions or decisions, and conformance with policy, or other requirements. Employee has access to confidential patient records. Employee has no supervisory responsibilities.

Job Environment

Position requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Work is performed within guidelines that include a large body of policies, practices and precedents that may be complex or conflicting, at times. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision-making. Work requires understanding, interpreting and applying complex federal, state and local regulations. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Errors could result in adverse public relations, personal injury/loss, delay or loss of service, injury to others, and/or legal repercussions to the town.

Becket, Massachusetts

The employee has constant contact with the public in person, in writing, and on the telephone often under emergency, stressful conditions. The purpose for contact is to provide patient care, prepare reports, make presentations, and provide information and assistance. Other contacts are with other town departments, medical personnel, and other EMS departments to give or receive information and assistance, and mutual aid.

Position Functions

The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to the position.

Essential Functions

1. Responds to calls for emergency services, provides patient care for medical and trauma scenes, and ensures compliance with universal precautions.
2. Ensures ambulance is clean and fully stocked at all times; maintains ambulance and equipment, reports any malfunctions to the supervisor.
3. Promotes good working relationships with other agencies, including other police departments and EMS services, hospitals, and medical employees.
4. Operates ambulance and other emergency medical service equipment, as required.
5. Compiles information and prepares reports.
6. Participates in health education for the community.
7. Assists students and volunteers with training and orientation.
8. Presents a positive attitude and appearance to the general public.
9. Stays abreast of state protocols and department policy.
10. Keeps the ambulance garage and grounds clean and safe.

11. Assists the Director of the Ambulance Department as needed.
12. Performs similar or related duties as required.

Recommended Minimum Qualifications

Physical and Mental Requirements

Employee works in a moderately loud station and out in the field. Employee is exposed to outdoor weather conditions, high places, toxic or caustic chemicals, fumes or airborne particles, moving mechanical parts, risk of electric shock, work with explosives, biohazards, risk of radiation, dangerous situations, and hazardous driving conditions. Employee is required to talk, listen, use hands, and reach with hands and arms more than 2/3rd of the time; stand, walk, climb, balance, stoop, kneel, crouch, crawl, taste or smell up to 2/3rd of the time; and sit up to 1/3rd of the time. Employee frequently lifts up to or more than 100 lbs.. Normal vision is required for the position. Equipment operated includes trucks in excess of 26,001 lbs., light trucks, light equipment, medical equipment, power tools, hand tools, office machines, computer, and computers.

Education and Experience

A candidate for this position should have a High School Degree or equivalent with additional training in emergency medical services equivalent to an Associates Degree; one to three- (1-3) minimum years of experience as an Emergency Medical Technician (EMT); or an equivalent combination of education and experience.

Special Requirements

A candidate for this position should have a valid Massachusetts driver's license, and be certified as an Emergency Medical Technician, and current American Red Cross or American Heart Association CPR certification.

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Knowledge, Skills and Abilities

A candidate for this position should have knowledge of the following:

- Practices and principles related to emergency medical response
- Physical layout of the town
- Safety precautions

Skill in:

- Emergency medical services
- Public relations

And ability to:

- Interact effectively with the public under emergency, stressful conditions
- Make sound decisions under stress
- Instruct and train new personnel
- Stay abreast of state emergency medical service protocols
- To drive emergency vehicles at high rates of speed, under adverse weather conditions in a safe manner

Ambulance Department
Community Liaison
Grade

09/18/13