

**CITY OF ALVA  
JOB DESCRIPTION**

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<b>TITLE:</b>	<b>Part - Time Emergency Medical Technician</b>
<b>DEPARTMENT:</b>	<b>Ambulance Department</b>
<b>REPORTS TO:</b>	<b>Ambulance Director</b>
<b>FLSA STATUS:</b>	<b>Non - Exempt</b>
<b>GRADE:</b>	<b>2</b>
<b>SALARY:</b>	<b>\$8.63/hour - \$11.94/hour</b>

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**NATURE OF WORK**

Provide safe, quality, basic emergency medical care and transportation under the guidelines of state protocols and Alva EMS standards of care. Maintain equipment and vehicles utilized in providing service.

**ESSENTIAL JOB FUNCTIONS**

1. Maintain high quality of patient care by assuming responsibilities for medical care of patients and carrying out established policies and procedures.
2. Respond to requests for emergency medical care, examine patients, provide appropriate care and interventions consistent with Alva EMS policies and practices and report patients' medical condition to an emergency room nurse or physician via two-way radio or telephone.
3. Performs medical duties such as patient assessment, including determination of vital signs, diagnostic signs, and triage; bandaging, splinting, and the control of hemorrhage; treatment of shock; cardiopulmonary resuscitation and the use of adjunctive airway devices; maintenance and initiation of intravenous fluids; medication administration; intubation; rescue and extrication procedures; all other invasive and non-invasive emergency medical care skills included in the standard United States Dept. of Transportation Advanced Emergency Medical Technician training curriculum which are not specifically listed above, as well as other skills and duties as directed by medical control or according to the individual's level of licensure.
4. Comply with continuing education requirements and maintain all relevant certifications.
5. Maintain patient confidentiality
6. All aspects of patient movement including, but not limited to, lifting from the ground, lifting a patient while on the cot, carrying a patient down step in a stair chair or cot, moving patients from one surface to another (cot to bed, cot to bench seat, etc.) in a manner that is safe for the patient and all care providers.
7. Follow Alva EMS guidelines for customer service.
8. Read maps and route ambulance unit.
9. Transport patients to medical facilities.

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10. Adhere to established pre-hospital care protocols.
11. Function as a public relations representative when dealing with facilities, agencies, and all customers.
12. Performs routine maintenance on ambulance service units and equipment and facilities.
13. Conforms to the safety requirements of the department.
14. Drives assigned unit to emergencies and other calls, transporting emergency personnel and patients.
15. Relays and receives radio messages to and from central dispatch.
16. Cleans and services the assigned apparatus; reports mechanical failures to Ambulance Director.
17. Completes necessary reports, forms, and other required documentation.
18. Performs other related work as assigned by the Ambulance Director.
19. May be required to work weekends, nights, holidays, and overtime as needed.

## **EDUCATION, TRAINING, AND EXPERIENCE REQUIRED**

1. High school diploma or GED.
2. Must be at least 20 years of age, prefer at least 23 years of age.
3. Current BCLS Health Care Provider card.
4. EMT license in the state of Oklahoma
5. At least one-year experience preferred
6. Current state Driver License and have a driving record acceptable with the City's insurance carrier.
7. Negative drug screen.
8. Must complete a field training evaluation period as part of the credential establishing process during the first 90 days of employment.
9. Ability to locate hospitals and major medical facilities in the area, and ability to maintain effective communication skills with co-workers, patients, patients' families, and the personnel of hospitals and interacting agencies.
10. Effective oral and written communications skills.
11. Effective interpersonal skills.
12. Must successfully complete NIMS 100, 200, 700, 800, HAZMAT , and START training within orientation and field training period.

## **SUPERVISORY RESPONSIBILITY**

None.

## **KNOWLEDGE, SKILLS AND ABILITIES**

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Must be able to operate both as a member of a team and independently at incidents of uncertain duration.

Must be able to work in areas where sustaining traumatic injuries is possible.

Must be able to work in the presence of hazardous materials.

Must be able to work with potentially life-threatening equipment such as semiautomatic and manual defibrillators.

Must be able to perform complex tasks during high stress, life-threatening emergencies.

Must be able to face life or death decisions during emergency conditions.

Could be exposed to grotesque sights and smells associated with major trauma and burn victims.

Must be able to operate in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces.

Must be able to use manual and power tools in the performance of duties.

Must rely on speech, as well as senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life-threatening environment throughout the duration of the operation.

## **PHYSICAL/MENTAL REQUIREMENTS**

See above.

## **ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS**

Must be able to face exposure to infectious agents such as hepatitis B or HIV.

Must be able to work for long periods of time, requiring sustained physical activity and intense concentration.

Must be able to spend extensive time outdoors exposed to the elements.

Must be able to work in wet, icy, or muddy areas.

Must be able to make rapid transitions from rest to near maximal exertion without warm-up periods.

Must be able to perform manual labor required in patient extrication and handling.

Must be able to lift varying weights and carry said weights, without stopping, for various distances.

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