

City of Washburn Job Description



Position Title: **Emergency Medical Technician - Basic**

Department: **Ambulance**

Immediate Supervisor: **Director of Ambulance Service**

General Statement:

This full-time, 40-hour per week position within the Ambulance Department provides emergency medical services, including patient care and transport, within the City of Washburn and the Towns that it serves. This position operates at the Emergency Medical Technician level, within the scope of practice stipulated by the Wisconsin Department of Public Health (WDPH) and its EMS Board as well as the protocols approved by the service's Medical Director.

An employee in this position performs a variety of tasks including, but not limited to, obtaining appropriate patient care information, billing information, and any other processes and functions as stipulated by the Director. Assignments may also include janitorial tasks, maintenance of equipment and vehicles, limited administrative duties, maintaining the Department's supply inventory, ordering supplies as needed/directed, and other tasks as assigned.

This position works closely with the public, City administrative staff, and other emergency responders in carrying out responsibilities of the Department. Must be a team player and maintain a positive attitude and cooperative relationships. Must possess oral and written communication skills and above average problem-solving skills.

Essential Functions and Related Tasks:

Essential responsibilities and duties include, but are not limited to:

- Respond to 911 calls for emergency medical assistance,
- Assess a patient's condition and determine a course of treatment,
- Provide first-aid treatment or life support care to sick or injured patients,
- Transport patients safely in an ambulance,
- Transfer patients to the emergency department of a hospital or other healthcare facility,
- Report observations and treatment to physicians, nurses, or other healthcare facility staff,
- Document medical care given to patients, and
- Inventory, replace, and clean supplies and equipment after use.

Other important responsibilities include:

- Always provide a high level of customer service.
- Project and maintain a positive image on behalf of the City of Washburn while performing the duties of the position.
- Must have ability to be motivated and productive at all times and particularly when immediate supervisor is not available.
- Must have high level of common sense and ability to make judgement calls in absence of supervisor.

- Communicate effectively and work courteously and tactfully with patients, the public, and superiors.
- Work independently and effectively while carrying out assigned duties.
- Work cooperatively with other employees, departments, and other units of government.
- Carry out written and verbal orders efficiently and completely with minimal supervision.
- Operate all equipment and vehicles with care to ensure the preservation of municipal equipment, prevent injury to municipal employees and the public, and prevent property damage.
- Ensure compliance with work rules of department, safety program, and state and federal agencies.
- Report all unlawful, mischievous, and/or malicious activities to immediate supervisor for further investigation by law enforcement agencies.
- Conduct inventories of supplies and equipment.
- Perform related duties as assigned.

Other duties will be assigned according to the employee's knowledge, skills, and abilities. These might include:

- Maintenance—vehicles and equipment; oxygen inventory; buildings and grounds.
- Administration—run reports and billing; computers, printers, and copiers; supplies and inventory.
- Training—continuing education; required refresher training; quality improvement review.

Supervision:

This position is accountable to the Director of the Ambulance Service.

Qualifications:

- A) High School graduate or equivalent.
- B) Must have and maintain as a condition of employment a valid Wisconsin EMT License. National Registry (NREMT) certification is preferred but not required.
- C) Must be capable of carrying out tasks efficiently and productively in absence of supervision.
- D) Must be able to operate equipment including ambulances, medical equipment, computers, and general office equipment.
- E) Knowledge of safety program policies and practices required for ambulance operations.
- F) Must have, and maintain as a condition of employment, a safe driving record and valid driver's license.
- G) Must have, and maintain as a condition of employment, access to dependable transportation.
- H) Must be computer literate, including being able to view and send email, submit reports to other agencies, and prepare incident reports documenting equipment failure/malfunction.

Physical Requirements in Performing Tasks Listed:

The physical demands described here are representative of those that must be met in order for an individual to successfully fulfill the essential functions of this position. Reasonable accommodations may be offered to enable an individual with disabilities to perform the essential functions.

Work is performed in both indoor and outdoor settings in all environmental conditions. The Emergency Medical Technician will frequently be required to sit, stand, squat, stoop, and kneel for extended periods of time; walk over rough or uneven surfaces; climb stairs; climb in and out of vehicles; work in confined spaces; and experience unpleasant smells, bodily fluids, and surroundings. Must be able to speak clearly and actively listen. Must be able to lift heavy objects (125 pounds or more), sometimes while navigating stairs, using safe body mechanics.

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