

# **CITY OF WASHBURN - JOB DESCRIPTION**

Adopted 4/14/2014

<b><u>Position Title:</u></b>	<b>Part-Time Daytime EMT</b>
<b><u>Department:</u></b>	<b>Ambulance Services / General</b>
<b><u>Immediate Supervisors:</u></b>	<b>Ambulance Director / Other Department Heads as Assigned</b>

## **General Statement:**

This is a non-exempt, paid part-time position with limited benefits as required by State of Wisconsin regulations and City policy. Under the supervision of the Ambulance Director and City Administration, this position's primary function will be to carryout emergency medical activities as needed, to assist the Ambulance Director with regular maintenance and supply needs at the Ambulance Hall, and on occasion, to provide assistance to other City operations, which may include clerical assistance and light maintenance.

## **Essential Functions and Related Tasks:**

- Answering ambulance calls, calmly, efficiently and promptly and comply with State regulations and all Ambulance Service Departmental guidelines and policies.
- Administering emergency medical care and providing other assistance as required.
- Providing appropriate emergency patient care in scope with the State of Wisconsin standards and procedures for Emergency Medical Technicians
- Assist with supplies, inventory, and general maintenance at the Ambulance Hall.
- Respond to appropriate Department Heads to assist with special projects as requested during assigned shifts.

## **QUALIFICATIONS:**

An Equivalent Combination of Education, Training, and/or Experience which Provides the Knowledge, Ability and Skills Necessary to Perform the Duties of the Position Satisfactorily.

### **Required:**

- Must be at least 18 years old.
- Possesses a current State of Wisconsin Emergency Medical Technician License.
- Possess a current valid State of Wisconsin Driver's License
- Possess a clean driving record.

- Must not have a pending criminal charge or a conviction for any crime where the circumstances of the crime and the circumstances of this position are related.
- Able to speak and understand English clearly.
- Ability to read, write, and follow oral and written directions.
- Ability to handle and perform in stressful situations.
- Must abide by all laws, the National EMT Code of Ethics, and any and all city and Ambulance Department policies and procedures.
- Completion of Emergency Medical Technician refresher course every two years.
- Completion of American Heart Association Healthcare Provider CPR certification with Refresher course every year.
- Must remain within City Limits during all scheduled shifts.
- Attend Ambulance Service monthly membership meetings (Second Tuesdays of every month) and training meetings (Last Tuesday of every Month).
- Operate and drive Ambulance Service equipment in a safe matter under all conditions.
- Communicate and coordinate effectively with dispatch and other fire, rescue and police services.
- Maintain accurate records of daily work and complete all paperwork as assigned and required.
- Assist with any clean-up, maintenance, and re-supplies for the Ambulance Hall and ambulances as instructed by the Ambulance Director.
- On occasion, other limited projects as assigned by City Administration.

### **Physical Requirements:**

While performing the duties of this job, the employee is regularly required to use hands and fingers to grab, handle, or feel objects, tools or controls, and to talk and hear. The employee is frequently required to stand, walk, reach with hands and arms, stoop, kneel, crouch, crawl, lift, carry, push, or pull. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus

The work may require movement of medical equipment and extract injured persons from a wide variety of situations that may involve injuries or illness from vehicular, industrial, and residential accidents. Periodically, the work may require movement over various types of terrain, (hilly, steep, rocky, and or wet/slippery surfaces). The position may also require the assistance with the movement of a patient from the site of the injury to the mode of transportation (vehicle/helicopter) and accompany the injured party to a health care facility.

The employee must be able to occasionally lift, push, or pull up to 110 pounds or more.

**Work Environment:**

While performing the duties of this job, work is regularly performed in an office, emergency medical vehicles, public buildings, private residences, and outdoor settings in all weather conditions including temperature extremes. Work is often performed in emergency and stressful situations. Occasional exposure may include, but is not limited to bio and chemical hazards, blood borne and airborne pathogens, patient elements, and infectious substances. The noise level is usually moderate with occasional loud noises.

The duties listed above are intended only as illustrations 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 the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employees and is subject to change by the employer as the needs of the employer and requirements of the job change.