



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Emergency Medical Technician (Basic)	Job Code: 001906
Reports to: Paramedic, Shift Supervisor, Director of Emergency Medical Services	FLSA Status:
Department: Emergency Medical Services	Pay Grade:

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Position Overview:

This position is responsible for administering appropriate pre-hospital emergency medical treatment to the ill and injured.

Principal Duties and Responsibilities (Essential Functions):

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. All knowledge and skills outlined are required for this classification, as emergencies are unpredictable and the potential exists for any of these tasks to be implemented.

Respond to the scene of life-threatening or other emergency medical situations.

Render emergency medical assistance within his/her scope of practice to those in need.

Render routine patient care (such as patient assessment, vital sign trending, oxygen maintenance, etc.)

Transport sick or injured patients to appropriate care facilities.

Extricate patients from motor vehicle collisions and other entrapment situations when necessary.

Complete written patient care documentation in the form of "Quick Reports" to be presented to the receiving facility during transfer of patient care.

Complete documentation in the form of patient care reports for all patient contact as required by the department and in accordance with state requirements.

Ensure the proper functioning of all emergency medical equipment and emergency vehicle through regular inspection.

Ensure adequate inventory supply aboard emergency vehicle through regular inspection.

Communicate clearly and properly with dispatchers.



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Communicate clearly and properly with co-workers, hospital personnel, law enforcement, fire department personnel, and members of the public to coordinate and provide services and exchange information.

Perform housekeeping and maintenance duties (such as washing emergency vehicles, cleaning assigned station, etc.) as assigned.

Make presentations to schools and civic organizations during public relations events as assigned.

Maintain current state certification through continuing education.

Maintain required certifications for licensure level (such as CPR.)

Comply with guidelines set forth in written Standard Operating Guidelines and Pre-Hospital Clinical Operating Guidelines.

Attend required staff meetings and educational classes.

Perform other related duties as assigned.

Operate with a team-focused approach, maintaining a favorable working relationship with other department personnel to foster aid and promote a cooperative and harmonious working climate which will be conducive to maximum morale, productivity and efficiency/effectiveness.

Perform all duties and responsibilities in a timely and effective manner in accordance with established policies and procedures to achieve the overall objectives of this position.

Supervision Received:

Emergency Medical Technicians (Basic) will report to the following:

- The Paramedic whose license the Emergency Medical Technician I/A is operating under.
- The Shift Supervisor
- The Director of Effingham County Emergency Medical Services.

The Director, Supervisor, or Paramedic assigns work in the form of general instruction, requiring the use of some judgment for all types of tasks. Continuing instruction as a task proceeds may also be given. The Director, Supervisor, or Paramedic spot-checks work in progress and upon completion for accuracy and compliance with instruction and standardized procedure.



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Supervision Exercised:

This position has no supervisory or management responsibilities.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

PERFORMANCE APTITUDE, continued:

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may also involve the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching,



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and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (100 pounds or over).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions, however, performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Skills (Core Competencies):

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Emergency Medical Technician (Basic) level medical and life sustaining techniques including cardiac care, trauma and shock care, ventilation, and cardiopulmonary resuscitation
- Emergency Medical Technician (Basic) level medical and traumatic injury assessment
- Medical terminology
- County road system and geography
- FCC rules and regulations
- Radio communications equipment
- Operation of Emergency Vehicle (Ambulance)

Ability to:

- Operate both as a member of a team and independently at incidents of uncertain duration
- Perform a variety of tasks in environments of high noise, poor visibility, limited mobility, at heights, on slippery or hazardous terrain, in enclosed or confined spaces, in hot/cold/inclement weather
- Work in areas where the potential for traumatic or thermal injury is possible and where exposure to contagious/infectious disease is possible
- Perform complex tasks during life-threatening emergencies
- Work for long periods of time requiring sustained physical activity and intense concentration
- Make rapid transitions from rest to maximal exertion without warm up periods



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- Make rapid transitions from hot environments to cold environments and from humid to dry atmospheres
- Make life or death decisions during emergency conditions
- Drive an ambulance in emergency and non-emergency situations
- Understand and carry out orders in both emergency and non-emergency situations
- Demonstrate adequate speaking skills to communicate in person as well as by radio and telephone.
- Read English and demonstrate adequate reading skills
- Write in English and demonstrate adequate writing skills
- Operate or quickly learn to operate computer and documentation software

Qualifications:

Level of competency commonly associated with completion of specialized training in the field of Emergency Medical Services, in addition to basic skills typically associated with a high school education

Education/Training:

- High school diploma or GED; supplemented by college level course work or vocational training in emergency medical services; supplemented by one (1) year previous experience and/or training that includes emergency medical services; **or** any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job

Experience:

- College level course work or vocational training in emergency medical services; supplemented by one (1) year previous experience and/or training that includes emergency medical services; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

License or Certification:

- Valid driver's license issued by the State of Georgia
- High school diploma or GED
- Appropriate Georgia State EMS certification
- Cardiopulmonary Resuscitation Basic Life Support Certification