



CITY OF WEST LIBERTY, IOWA

FULL TIME EMT

DATE:

CLASSIFICATION: Non-Exempt **DEPARTMENT:** Fire and Ambulance

JOB DESCRIPTION:

Summary/Objective

The EMT are responsible for the protection of life, including prevention and education, emergency rescue, and emergency medical aid. A key element of this position is to provide support to the department leadership in the provision of ambulance service to the community and to aid in staff development of EMS skills. Additional duties may include maintaining equipment, apparatus, and facilities, fire ground support duties and medical monitoring of department members during training, emergency response activities, and administrative duties with Ambulance records.

DISTINGUISHING CHARACTERISTICS:

Works under the general supervision of Fire Chief or EMS Coordinator in performance of EMS and related duties. Works under the supervision of Fire/EMS Department Officers within the scope of the incident command system and at the scene of emergency incidents.

ESSENTIAL FUNCTIONS:

- Serves as a EMT responder, providing patient care to a level of training, with established protocols, and in accordance with all rules, regulations, and Statutes of the State of Iowa.
- Must complete emergency vehicle driving course prior to operating EMS vehicles. Drives EMS vehicles and transports the patients according to established regulations and policy.
- Maintains EMS equipment, apparatus and facilities, and performs minor repairs to departmental equipment.
- Uses and operates radios, pagers, phones, and other communications technology as available to interact with other agencies and employees as needed to perform duties.
- Performs general maintenance work in the upkeep of EMS facilities and equipment; including but not limited to cleaning walls and floors, caring for grounds around station, making minor repairs, cleaning hose; washing, cleaning, and maintaining and testing apparatus, vehicles, and equipment.
- Assists in planning for current and future department equipment needs, and preparation of the department's overall budget.
- Completes the required documentation including but not limited to patient reports, maintenance reports, and run reports as needed or required.
- Performs fire support activities as directed by the on scene incident commander.

- Provides medical monitoring of firefighters during and immediately following emergency responses.
- Attends meetings and training. Aids in the planning, organizing and development of emergency medical training courses to other members of the fire department, such as Emergency Medical Service and Basic Cardiac Life support techniques.
- Provides exceptional customer service; interacting with nurses, physicians, other health care practitioners, agencies, and other city personnel in polite and professional manner.
- Assists in developing, planning and preparation of public outreach and education in emergency subjects, such as delivering first aid and CPR.
- Assist in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency medical activities.
- Advise the Fire Chief and/or EMS Coordinator on issues regarding the provision of emergency medical care and ambulance service.

QUALIFICATIONS:

- Knowledge of fire suppression and firefighting techniques, rescue, emergency medical and hazardous materials responses and related emergency services, including all related equipment.
- Knowledge of the geography of response and surrounding areas, including water source and hydrant locations, the layout and location of public utilities and potentially hazardous materials and substances.
- Knowledge and skill in the use of all assigned apparatus and fire equipment preferred, but not required. Additional training will be provided as a combined department.
- Knowledge of the City's employee handbook and department policies.
- Current EMT certification in the State of Iowa and current BCLS provider certifications.
- Maintain mandatory reporter approved training on child and dependent adult abuse reporting requirements.
- Knowledge of record keeping systems.
- HIPPA Regulations regarding patient/client confidentiality.
- Knowledge of modern office procedures and practices; ability to operate computer hardware and software in an efficient and effective manner.
- Knowledge of the principals of accounting and filing systems.
- Must be able to speak, read and write the English language
- Must meet the physical requirements for the position.

SKILLS AND ABILITIES:

- Skill in the use of safety practices involved in fire, medical and rescue operations.
- Ability to make determinations as to the best course of action for responding to emergency situations and to implement those decisions into actions.
- Ability to work under extremely stressful situations remaining calm and carrying out all duties with the recognition of the threat to life and property.
- Ability to use logical and creative thought processes to develop solutions to complex situations, with or without written specifications and / or oral instructions.

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- Use logical and creative thought processes to solve problems according to written specifications and/ or oral instructions.

TRAINING AND EXPERIENCE REQUIREMENTS:

Education Required: High school diploma or GED equivalent.
Current Iowa EMT

Experience Required: One year of experience in ambulance and emergency medical operations including patient care and transport.

LICENSING REQUIREMENTS (POSITION REQUIREMENTS AT ENTRY):

Possess and maintain a valid Driver's License issued by the State of Iowa and be insurable to operate city vehicles and equipment. Possess or ability to obtain a valid, unrestricted Iowa Chauffeur's (class D) license within 30 days of hire.

ESSENTIAL PHYSICAL ABILITIES:

Job Classification: Heavy to Very Heavy. See Appendix 1 for physical demand characteristics.

Employee may, in the course of their duties, be subjected to fumes, odors, dusts, poor ventilation, blood, body fluids, extreme temperatures, inadequate lighting, workspace restrictions, intense noises, and travel. Employee may be exposed to extreme temperatures, long hours, weekend, and holiday duties.

Employee may have to complete these tasks while wearing fire protective turnout and self-contained breathing apparatus.

POSITION TYPE AND EXPECTED HOURS OF WORK:

Typical shift will consist of 8 hours for Employee, you will need to be flexible for work hours which evenings, nights, holidays, and weekends, as scheduled.

DISCLAIMER:

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The City reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential

duties and responsibilities and meet the requirements of the position. City of West Liberty employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of West Liberty is to be considered "at-will".

SIGNATURES:

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

CITY OF WEST LIBERTY, IOWA
CLASS TITLE: Paramedic
APPENDIX 1 Physical Demand Characteristics

ACTIVITY	0% Never	>0-10% Rare >0-10 min/hour (1 - 10 /shift)	11% - 33% Occasional 11-20 min/hour (11 - 100/shift)	34% - 66% Frequent 21-40 min/hour 101 - 300/shift	67% - 100% Constant 41-60 min/hour 301+/shift
1. SIT				X	
2. WALK				X	
3. STAND (STATIONARY)		X			
4. CLIMB LADDER		X			
CLIMB STAIRS			X		
5. BALANCE		X			
6. FORWARD BEND		X			
7. KNEEL			X		
8. CROUCH			X		
9. SQUAT			X		
10. CRAWL			X		
11. TWIST			X		
12. REACH FORWARD					X
REACH OVERHEAD				X	
13. SIMPLE GRASP					X
14. FIRM GRASP				X	
15. PINCH			X		
16. DEXTERITY				X	
17. COMPUTER WORK			X		
18. WRIST MOTION					X
19. BOTH HAND USE					X
20. BOTH LEG USE					X
21. HEARING					X

ACTIVITY	0% Never	>0-10% Rare (1x/hour)	11% - 33% Occasional (1x/15 minutes)	34% - 66% Frequent (1x/5 minutes)	67% - 100% Constant (1x/30 seconds)
22. VISION					X
23. DEPTH/COLOR					X
24. OUTSIDE WORK			X		
25. HEAT EXPOSURE				X	
26. COLD EXPOSURE				X	
27. VIBRATION EXP.			X		
28. OPERATE MV				X	
29. OTHER EQUIPMENT			X		
EQUIPMENT: Cot, truck panels, saws, respiratory protection, monitor					
LIFT/CARRY PUSH/PULL					
Up to 10 lbs.					X
11 - 15 lbs.				X	
16 - 25 lbs.				X	
26 - 35 lbs.		X			
36 - 50 lbs.		X			
51 - 75 lbs.			X		
76 - 100 lbs.			X		
Over 100 lbs.			X		
Weight of Various Equipment	Cot 89#; Rescue Jack 40#; Hose Roll 34#; SCBA 20#; total weight of gear 40#; stair chair 31#; Jaws 45#; medical bag 25#; average weight of rescue 200+#				