



CITY OF WEST LIBERTY, IOWA

Full or Part Time AEMT (Advanced EMT)

DATE: Adopted

CLASSIFICATION: Non-Exempt

DEPARTMENT: City Fire and Ambulance

JOB DESCRIPTION:

Summary/Objective

The Full Time AEMT 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 and emergency response activities.

DISTINGUISHING CHARACTERISTICS:

Works under the general supervision of EMS Coordinator in performance of EMS and related duties. Individual must be able to work under limited supervision to manage EMS scenes with other members of the department at different levels of training. They must be capable of maintaining safety for the providers on scene, public, and the patients they serve in often challenging environments. They must be willing to work with volunteer departments and their personnel to achieve these goals in the various response areas

ESSENTIAL FUNCTIONS:

- Serves as an Advanced EMT 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.
- Responds to 911 calls as paged, assuring that the ambulances are stocked/re-stocked/clean and prepared for emergency calls at all times.
- Attends work regularly as scheduled.
- Must be able to effectively interact with persons from widely diverse backgrounds, interests, and points of view.
- Establish and maintain effective working relationships with co-workers, other healthcare professionals, supervisors, department heads, city employees, and the public.
- Coordinates the safe transportation of patient to their respective destinations.
- Drives EMS vehicles and transports the patients according to established regulations and policy.
- Performs all work duties and activities in accordance with the company policies, procedures, safety practices and standard of care expectations.
- Maintains EMS equipment, and work environment, reports any equipment failure in a timely manner to supervisors.
- Uses and operates radios, pagers, phones, and other communications technology as available to interact with other agencies and employees as needed to perform duties.
- Completes the required documentation including but not limited to patient reports, billing documentation, and other related documentation as needed.

QUALIFICATIONS:

- Knowledge of the geography of response and surrounding areas through the ability to read maps and follow direction to plan appropriate routes to and from scene
- Knowledge of the City's employee handbook and department policies.
- Current AEMT certification in the State of Iowa and current BCLS provider certifications.
- Fluent in Spanish is welcomed, but not required
- Must be able to clearly speak, read and write the English language
- Must meet the physical requirements for the position.
- Must have safe driving record.

SKILLS AND ABILITIES:

- Skill in the use of safety practices involved in fire, medical and rescue operations.
- Ability to be detailed oriented and accurate while performing duties, keep accurate records and reports
- Ability to make determinations as to the best course of action for responding to emergency situations and to implement those decisions into actions to include safe vehicle operations in all-weather types.
- 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.
- Must be able to maintain strict confidentiality and security of information per HIPPA policy.
- 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.

TRAINING AND EXPERIENCE REQUIREMENTS:

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

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.

SUPERVISORY RESPONSIBILITY:

The Full Time AEMT may perform supervisory and educational functions when acting in the role of lead medic, preceptor, trainer, or incident commander. Assist in supervising Firefighters and EMTs, including precepting, coaching, or mentoring employees as assigned in order to improve customer service.

POSITION TYPE AND EXPECTED HOURS OF WORK:

Employee will be scheduled an 8-hour shift. Employee must regularly be available for call during their shift, which includes hours, 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+#				