

# **Carlton Fire and Ambulance**



## **EMT Job Description**

**Last Revised: August 2<sup>nd</sup>, 2017**



## **EMT – Job Description**

### **General Purpose**

Provides emergency medical services for the Carlton Fire and Ambulance Department. EMTs are hired through the established hiring process and are approved by the Carlton Fire Department Officers and Ambulance Manager. These are at will paid on-call positions. EMTs have the responsibility of providing high quality emergency medical care to patients when working on the ambulance.

### **Supervision Received**

Works under the general guidance and supervision of Chief, 1<sup>st</sup> Assistant Chief, 2<sup>nd</sup> Assistant Chief, Captains, and Ambulance Manager and agree to adhere to all policies and guidelines set by the Carlton Fire & Ambulance Department, City and/or City Council.

### **Supervision Exercised**

In the absence of superior officers on the scene, the EMT with the most seniority shall assume command until relieved of such command by a superior officer.

### **Essential Emergency Response Duties and Responsibilities**

- Performs emergency medical duties as an EMT
  - Involves assessment of signs and symptoms, giving prompt and efficient medical care, safe transportation, orderly transfer of patient care to receiving facility, and effectively communicate with all parties and agencies.
- Work 12 hour shifts (0600-1800 & 1800-0600). Personnel are not restricted to the fire hall while on duty. But, they must be within a predetermined area of City limits. If personnel live within the designated area, they may respond from their residence.
- Personnel are not required to work any specific number of shifts nor are they guaranteed any number of shifts per month.
- Responds to emergency medical calls as needed. Performs emergency medical services including, but not limited to: administering first aid, CPR, defibrillation, 12-lead EKGs, KED boarding, long boarding, splinting, airway control, administration of drugs and other BLS assistance as required in accordance with variances.
- Wears appropriate protective clothing and equipment, including self-contained breathing apparatus as needed.
- Able to effectively communicate both orally and written, as well as communicate with two-way communications systems.

### **Peripheral Staff Duties**

- Attends and participates in drills including emergency medical, hazardous materials and related subjects. Personnel will be required to attend eight (8) medical trainings a year in addition to annual mandatory training.
- Attends regular and assigned training sessions to maintain and upgrade EMT skills. Including maintaining National (NREMT) and State (EMSRB) licensure.
- Performs minor repairs to departmental medical equipment and/or informs appropriate officers of needed repairs.



## CARLTON FIRE & AMBULANCE EMT JOB DESCRIPTION

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- Is responsible for maintaining his or hers Personal Protective Equipment (PPE) per manufactures recommendations.

### Minimum Qualifications

- **Education and Experience**
  - A. Graduation from High School or minimum GED equivalent with no specialized training.
  - B. Minnesota Registered EMT (EMSRB) and NREMT
  - C. Current Health Care Provider CPR Card
- **Necessary Knowledge, Skills and Abilities:**
  - A. Working knowledge of driver safety;
  - B. Working knowledge of first aid;
  - C. Ability to successfully learn the operation of the listed tools and equipment;
  - D. Ability to learn to apply standard, emergency aid, hazardous materials.
  - E. Ability to perform strenuous peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke;
  - F. Ability to act effectively in emergency and stressful situations;
  - G. Ability to follow verbal and written instructions;
  - H. Ability to communicate effectively orally and in writing;
  - I. Ability to establish effective working relationships with employees, other agencies and the general public;
  - J. Ability to meet the special requirements listed below.

### Minimum Requirements

- A. Must be eighteen (18) years of age or older at time of hire.
- B. Must possess, or be able to obtain by the time of hire, a valid State of Minnesota Class D Driver's License without record of suspension or revocation in any state;
- C. No felony convictions or disqualifying criminal histories. Assault, Sexual Abuse of any kind, Robbery/Theft, Embezzlement;
- D. Ability to read and write the English language; and
- E. Ability to meet Departmental physical standards.

### Tools and Equipment Used

Ambulance Equipment - Including but not limited to: Autopulse, Lucas 2 Device, defibrillator, suction devices, oxygen delivery, stair chair, cots, radio, pager, personal computer and phone systems.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated while rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

### **Selection Guidelines**

New hire EMTs will go through a training period which will include an orientation class and riding as a "third" to become familiar with equipment and policies/procedures. Officers will review progress on a regular basis and once a satisfactory performance is reached, new hires will be taken off training status or "thirds." The examples of duties are intended only as illustrations of the various types of work 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.