

# Carlton Fire Department



## EMT Job Description



## EMT – Job Description

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As an EMT at Carlton Fire and Ambulance, you will play a crucial role in providing basic life support care to patients in emergency situations. You will be responsible for assessing patients' conditions, administering medical treatments, and ensuring patients' safe and efficient transport to medical facilities.

You will provide emergency medical services for the Carlton Fire and Ambulance primary service area and surrounding mutual aid departments as needed. EMTs are hired through the established hiring process and are approved by the city council.

### Supervision Received/Exercised

Work under the general guidance and supervision of the Ambulance Manager and agree to adhere to all policies and guidelines set by the Carlton Fire and Ambulance, City of Carlton. 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.

### Key Responsibilities

- Respond promptly to emergency calls and assess the scene for safety and patient condition.
- Perform initial patient assessment and provide basic life support interventions per established protocols.
- Document all patient care activities accurately and in a timely manner.
- Safely operate and maintain emergency vehicles and medical equipment.
- Effectively communicate orally, written and with two-way communication systems with all parties and agencies.
- Participate in ongoing training and professional development activities to maintain certification and stay updated on best practices in emergency medical care.
- Maintain facilities and perform housekeeping duties as directed and other duties as assigned.
- Wear and maintain appropriate protective clothing and equipment.
- Operate under the Incident Command System at all types of emergency operations using established Incident Command System Procedures (NIMS)



## **Qualifications**

- High school diploma or equivalent required.
- Minnesota Registered EMT (EMSRB) and NREMT
- Current Health Care Provider CPR Card
- Must be eighteen (18) years of age or older at time of hire.
- Must possess a valid driver's license issued by any state without record of suspension or revocation in any state.
- Ability to work effectively while remaining calm and composed in emergency and stressful situations.
- Ability to perform strenuous peak physical effort during emergency, training, or station maintenance activities.
- Physical stamina and strength to lift and move patients safely.
- Willingness and ability to work irregular hours, including nights, weekends and holidays.

## **Working Environment**

Work requires physical effort that includes bending, twisting, lifting, pulling, pushing, and working in tight spaces. Exposure to various weather conditions and temperature extremes along with rough terrain and possibly other hazardous outdoor conditions. Exposure to chemical/biological hazards should be expected.

## **Pre-Employment Requirements**

This position will require a pre-employment drug/alcohol screening, criminal history background check and Department of Motor Vehicle record.