

# LOWER ALLEN TOWNSHIP JOB DESCRIPTION



<b>POSITION TITLE:</b> EMT II	<b>BAND:</b> PUBLIC SAFETY	<b>BBP CLASS:</b> 1
<b>DEPARTMENT:</b> EMERGENCY MEDICAL SERVICES	<b>SUPERVISOR:</b> EMT III	<b>ACCOUNTABILITY:</b> CAPTAIN/DIVISION CHIEF
<b>NAME:</b>	<b>ISSUE DATE:</b>	<b>PAGES</b> 3

**POSITION SUMMARY:**

Employee provides for quick-response emergency medical and transportation services to sick and injured. Work is performed under the general supervision of a technical and administrative supervisor. Assignment varies based on situations and involves supervision of part-time EMTs, First Responders, EMS Interns and EMS Volunteers. It also involves the use of initiative and judgment based on department guidelines as well as established practices, precedents and procedures. Employees must be able to work shift work, including evenings, overnights, weekends and holidays, and be subject to on-call availability and are potentially exposed to varying weather conditions, disease and unsafe conditions. Personal conduct, on-duty as well as off-duty, must be such that it does not bring disrepute or unnecessarily endanger the public's trust and the reputation of the EMS Division and the Department of Public Safety.

**ESSENTIAL FUNCTIONS OF JOB:**

In the absence of the Shift Supervisor of Lower Allen Emergency Medical Services, may be appointed to perform Supervisor's duties during periods when the Supervisor is absent for a long duration.

Responsible as "on-call" supervisor during weekend shifts, during times an EMT III is not available.

Operates an ambulance in accordance with department policy and PA Vehicle Code rules on emergency vehicles.

Assists with employee scheduling during short notification periods.

Performs work which may involve strenuous physical tasks, including during hazardous conditions and/or inclement weather.

Responds to dispatch calls from County Control Center; drives or rides in ambulance to scene, assesses problem and requests assistance if needed.

Gains access to and examines person(s) requiring medical care, provides basic health care according to department policy.

Carries patient by stretcher to ambulance.

Ability to move 100 pounds to a height of 4 feet and carry 100 pounds, a minimum of 6 feet.

Ability to bend, stoop, crawl and walk on uneven surfaces.

Has the ability to sit or stand for extended periods of time.

Notifies the hospital of the patient's condition and their medical needs so that hospital can be prepared for arrival.

Transports patient to hospital by ambulance, providing continuing care until relieved at destination.

Cares for incapacitated emergency workers subject to the effects of excessive heat, smoke inhalation, injury, etc.

Has the ability to wear respiratory protection equipment.

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**ESSENTIAL FUNCTIONS continued:**

Cooperates with other emergency services, police departments, fire departments, ALS, etc.

Completes daily shift duties, trip sheets, rig check book entries, pay sheets and read E-mail, etc.

Ability to use personal protective equipment properly.

Performs field training for new employees, volunteers and interns, completing shift orientation reports and Daily Observation Reports.

Efficiently operates computer equipment and software programs used by the EMS Department.

Maintains current certifications as follows:

- A minimum of Emergency Medical Technician certification by Pennsylvania Department of Health.
- Health Care Provider CPR issued by American Red Cross or American Heart Association.
- AED Certification.
- Emergency Vehicle Operations Course - Ambulance.
- Hazardous Materials Operation Level
- OSHA Standards for Infection Control

**OTHER FUNCTIONS:**

Punctual regular attendance is required. Employees are to be equipped and ready for work within fifteen minutes before required start time for shift changeover.

Reports for work in prescribed uniform with attention to personal hygiene.

Performs station duties and disinfecting of ambulance and equipment as needed.

Places equipment, including both department issued and personal equipment, in the ambulance.

Performs vehicle and equipment checks and minor vehicle maintenance on each shift as needed.

Operates radio within set guidelines and procedures.

Attends required training on job skills; keeps abreast of developments in the field; teaches CPR, as requested; conducts tours and program orientation.

Cooperates with and maintains effective working relationships with other public safety personnel and the general public.

Assists with new employee and volunteer orientation.

Assists with the hospital loan closet.

Assists with Continuing Education instruction as qualifications allow.

Attends scheduled staff meetings to report on assigned area(s) of responsibility.

Strives to obtain competency in accordance with their evaluation measures.

Ability to obtain Instructor – Health Provider CPR as issued by the American Heart Association, if requested.

Performs other related duties as assigned.

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**QUALIFICATIONS:**

Citizen or National of the United States, a lawful permanent resident alien, or an alien authorized to work in the United States.

Possesses High School diploma or equivalent.

Two years experience as an Emergency Medical Technician I.

Training in Basic Supervisory Skills as a minimum.

Current certifications as follows:

- A minimum of Emergency Medical Technician certification by Pennsylvania Department of Health.
- Health Care Provider CPR issued by American Red Cross or American Heart Association.
- AED Certification.
- Emergency Vehicle Operations Course - Ambulance.
- Hazardous Materials Operation Level
- OSHA Standards for Infection Control

Ability to obtain Instructor – Health Provider CPR as issued by the American Heart Association.

Possesses a valid Pennsylvania motor vehicle operator's license.

Skilled in conducting emergency medical assessments, taking necessary pre-hospital care and using emergency medical equipment.

Has a thorough knowledge of all the streets and numbering patterns of all properties in the Township and the Borough of Shiremanstown.

Ability to communicate effectively and professionally in English, both verbally and in writing.

Ability to lift 100 pounds to a height of 4 feet and carry 100 pounds, up to a minimum of 6 feet.

Ability to bend, stoop, crawl and walk on uneven surfaces.

Has vision sufficient to qualify for PA Drivers License in compliance with PennDot regulations.

Has hearing ability sufficient to understand verbal and radio communication.

Bi-lateral manual dexterity in lifting, carrying, extricating, climbing, hoisting, etc.

Performs related work as required.

Offer of employment is contingent upon the successful completion of a satisfactory: physical examination (full-time personnel only); drug test and background investigation result (full/part time and temporary personnel)

*END*

***I have read the foregoing job description and certify that I can perform all aspects of the job and meet qualifications as required by Lower Allen Township.***

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date