

LOWER ALLEN TOWNSHIP JOB DESCRIPTION



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

POSITION SUMMARY:

Employee provides for quick-response emergency medical and transportation services to sick and injured, as well as scheduled, non-emergency ambulance transportation of those in need of medical services. Work is performed under technical and administrative supervision. Assignment varies based on situations and 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, are 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 THE JOB:

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

Gains access to and examine person(s) requiring medical care and provides basic life support according to regional protocols.

Carries and lifts stretcher, placing it in the ambulance and sees that the patient and stretcher are secured, while continuing medical care.

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.

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

Notifies the hospital of condition of patients 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. Able to maneuver to all points in the patient compartment while moving with a stretchered patient.

Cooperates with other emergency services, police departments, fire departments, Advanced Life Support Services, etc.

Completes administrative duties; i.e, trip sheets, vehicle check book entries, pay sheets, E-mail, etc.

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

Has the ability to wear respiratory protection equipment.

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ESSENTIAL FUNCTIONS OF THE JOB continued:

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

Maintain 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:

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

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

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

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

Replaces/restocks equipment, as needed in the ambulance.

Keeps abreast of developments in the field; teaches CPR, if qualified; conducts tours and program orientation.

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

Strives to obtain competency in accordance with employee's evaluation measures.

Performs other related duties as assigned.

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.

EMT operational experience or other medical clinical experience.

Possesses a valid Pennsylvania motor vehicle operator's license.

Current required 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

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

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QUALIFICATIONS continued:

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

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

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

Has corrected hearing so the loss is no greater than 40 decibels in the better ear on the average at 500 Hz, 1,000 Hz and 2,000 Hz.

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

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

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