



EMT POSITION DESCRIPTION

General Statement of Duties:

This position is responsible for responding to emergency medical call for City of Evansville and township area residents in a prompt and effective manner. The EMT must have the ability to exercise sound judgment and make decisions during emergency or stressful situations.

Distinguishing Features of the Position:

This position reports to the EMS Chief and shall perform a minimum of 72 hours a month to maintain experience and training. Of those 72 hours, 24 of them must be some combination of Weekend hours (ie: Saturday/Sunday). The position is paid on-call at an hourly rate to be off premise but available. This position also pays on a per-call basis.

Examples of Work (illustrative only):

Medical Service/Emergency Response:

- Applies appropriate first aid, lifesaving and rescue techniques and quality care as identified in the Evansville Emergency Medical Service Policies, Procedures, and Protocols is provided.
- Attends trainings to maintain all necessary licensing and meet department standards regarding first aid, quality care, and lifesaving & rescue techniques.
- While on-call is able to assemble with crew members at the Ambulance garage within allotted time as allowed by the department and Medical Director.
- Enters run information into provided software for billing and medical/run reports.

Miscellaneous:

- Conducts inventory and stocking of supplies as needed and directed. Reports any missing or low level of supplies to the Chief or Assistant Chief.
- Replenishes stock used during an emergency call per agreements with local hospitals or from department stock, whichever is appropriate.
- Cleans, restocks and checks the ambulance and all equipment per department policies and practices.
- Establishes and maintains effective work relationships with City Departments, Evansville Police Department, Evansville Fire Department and regional emergency response organizations.
- Participates in public education sessions related to emergency medical services as volunteered or directed.
- Represents the EMS organization in a professional manner.

Job standards (acceptable experience, training and education):

- High school diploma/GED
- Considerable knowledge of emergency services operations, HHS 110 Rules and Regulations as they pertain to EMS, and appropriate state and county administrative

regulations.

- Considerable knowledge of first aid, lifesaving and rescue techniques at the EMT basic level.
- Must obtain and maintain all necessary licensing as an EMT (or greater).
- Must have a valid, unencumbered Wisconsin driver's license.
- Must possess a State of Wisconsin certified EMT license.
- The State of Wisconsin requires that all EMTs be free of criminal convictions in order to obtain and maintain licensure.
- Must obtain and maintain Emergency Vehicle Operator Course (EVOC) certification.
- Working skill in computer applications including MS office suite and billing software.

Tools and Equipment used:

Must be proficient in the use of EMS equipment (such as LUCAS, ambulance, defibrillator, MDT and all other ambulance or EMS medical response equipment not mentioned).

Physical Demands:

When performing EMT training or if performing EMT duties, must have the ability to safely lift 100 pounds from floor to waist level (the weight of one end of an average stretcher/individual combination).

Work Environment:

When performing EMT training or services, must be able to move across a variety of terrain conditions and/or assume awkward positions in order to assist accident victims. Must be able to pass general strength and flexibility test. Work in weather conditions from extreme cold, wind, rain and heat or in areas after a disaster, accident, or dangerous environment where safety precaution is paramount. May occasionally handle, dispose or work with bio hazardous material like blood, bodily fluids, bodily waste and needles/sharps. May occasionally handle, dispose or administer medications.

Worker must be able to work under extreme pressure while making life and death decisions. Must be able to stand or walk for extended periods of time. Driving an ambulance or riding in an ambulance at high speeds while performing tasks. Standing, walking, working and driving around or within moving traffic occasionally.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required. Must complete and pass EMT Affiliation with Mercy EMS Training Center/Medical Control.

The duties listed above are intended only as illustrations of the various types of work that may be 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.

The position description for the EMS EMT does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer

EMT Position Description

and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.