

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Board of Commissioners **Unit:** Emergency Services
Name: **Position Title:** EMT
Class Title: EMT **Class Number:** 31111

Dept./Div.: Emergency Medical Services **Civil Service Status:** Classified
Reports To: EMS Captain/OIC **Employment Status:** Part-time
Pay: Resolution **FLSA Status:** Non-Exempt

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education with training and experience as an Emergency Medical Technician, successful background check, or equivalent combination.

LICENSURE OR CERTIFICATION REQUIREMENTS:

State of Ohio EMT Certification, Cardiopulmonary Resuscitation Certification, and a valid Ohio drivers license with an acceptable driving record.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Ambulance, pulse oximeter, two-way radio equipment, sphygmomanometer, power lawn mowing equipment, power hand tools, cardiac monitor, and chest compression device.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: For purposes of ORC 4167.

Occasional - Exposure to constant or intermittent loud noise; exposure to fumes, noxious odors, dusts, mists, gases and/or poor ventilation; works in proximity to moving and/or mechanical parts; exposure to possible electric hazards; exposure to toxic, caustic or hazardous substances; works in confined spaces; works in or around trenches, ditches and other excavations; exposure to flammable and/or combustible substances; works in or around crowds; exposure to potentially vicious animals; exposure to fire.

Periodic - Exposure to hot, cold, wet, humid or windy weather conditions; contact with potentially violent or emotionally distraught persons; operates or works in proximity to moving motor vehicles; exposure to bodily waste, tissue or fluids; exposure to hazardous waste; lifting and transporting of obese patients; physically lifting and carrying of patients by use of stair chair / backboard / smith cot / etc, for distances that could exceed fifty (50) feet or more and up to five (5) stories.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

(Employee Printed Name)

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Name:

Position Title: EMT

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Class Number: 31111

Supervisor's Title: EMS Captain/OIC

Number:

Normal Working Hours: A,B,C Shift (twenty-four hours on forty-eight hours off)

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

50% (1) Provides emergency medical assistance in conjunction with an M.D., D.O., or physician advisory board; maintains patient's breathing; assesses vital signs; controls bleeding; assists childbirth; immobilizes fractures; communicates with patients, families and other emergency personnel to conduct rescue operations; maintains radio communications with hospitals; transports patients to medical facilities; prepares and submits reports and records of treatment, nature of problem and patient identification to hospital personnel.

- (1) **Knowledge of:** (a)*; (b); (c).
Skill in: (g).
Ability to: (f); (g) (h); (i); (j); (k); (l); (m); (n).

20% (2) Tests and maintains basic life support equipment and instruments for proper operation; inventories and restocks medical supplies; assists in maintaining inventory of medical supplies and medications; inspects, cleans and performs maintenance on ambulance; maintains station and grounds.

- (2) **Knowledge of:** (a)*.
Skill in: (e).
Ability to: (h); (i); (j); (k); (n).

15% (3) Maintains records and logs of runs and treatments provided; conducts demonstrations and tours for general public; attends seminars and training to maintain proficiency and certification.

- (3) **Knowledge of:** (a)*; (c); (d).
Ability to: (h); (i); (j); (n); (q).

OTHER DUTIES AND RESPONSIBILITIES:

10% (4) Maintains cleanliness and orderliness of station; sweeps floor, washes dishes, mows lawn around station, shovels snow, washes windows, etc.

- (4) **Ability to:** (o); (p).

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Agency:	Board of Commissioners	Unit:	Emergency Services
Name:		Position Title:	EMT
Class Title:	EMT	Class Number:	31111

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) organizational policies and procedures*; (b) emergency medical care procedures; (c) geographical layout of County; (d) records preparation and management.

Skill in: (e) motor vehicle operation.

Ability to: (f) recognize symptoms and take appropriate action; (g) exercise sound judgment under stressful conditions; (h) follow detailed oral and written instructions; (i) develop and maintain effective working relationships; (j) communicate effectively; (k) add, subtract, multiply and divide whole numbers; (l) demonstrate ability to lift, push and / or pull up to 125 pounds; (m) operate radio equipment; (n) prepare accurate documentation; (o) custodial methods and techniques; (p) mechanical maintenance; (q) prepare and deliver speeches and presentations

PHYSICAL REQUIREMENTS:

Unimpaired Mobility: Must be able to respond quickly to ambulance calls, must physically be able to access patients located in difficult terrain and dangerous environments and locations, must be able to climb stairs and other structures, must be able to work in close and dangerous environments, such as without limitation, damaged vehicles and structures on fire, must be able to carry heavy equipment and patients.

Physical Abilities: Must be able to perform strenuous physical requirements, including without limitation, lifting and moving of heavy equipment and patients in a variety of environmental and dangerous conditions, perform CPR and other lifesaving maneuvers and other exhaustive physical demands in emergent situations.

Fine Motor Skills: Must be able to perform required medical skills and techniques, including without limitation bandaging, splinting and assisting the paramedic with establishing an IV, performing endotracheal intubation and other advanced airway techniques, Automated External Defibrillator.

Vision: Must have correctable vision that permits the safe operation of emergency vehicles, the reading of gauges, fine print and figures associated with emergent medical care and treatment; and color acuity to differentiate varying colors that may be necessary in providing emergency care and treatment.

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Agency:	Board of Commissioners	Unit:	Emergency Services
Name:		Position Title:	EMT
Class Title:	EMT	Class Number:	31112

Hearing: Must be able to hear sufficiently to obtain information provided by patients, family members, bystanders, medical professionals and other emergency personnel; and adequate hearing necessary to provide emergency care and treatment in active distracting environments.

Speech: Must be able to speak and enunciate clearly and at a level audible to others in loud conditions. Must be able to verbally communicate in stressful and distracting environments with patients, family members, medical professionals and other emergency personnel.

