

# *Shelby County Fiscal Court*

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## **POSITION DESCRIPTION**

**POSITION TITLE:** Emergency Medical Technician (EMT)    **DEPARTMENT:** EMS  
**CLASSIFICATION:** Technician    **SUBMITTED BY:** Human Resources  
**SALARY RANGE:** Based on Experience    **APPROVED BY:** County Judge Executive

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## **REPORTING RELATIONSHIPS**

**POSITION REPORTS TO:** Shift Captain  
**POSITIONS SUPERVISED:** EMS Personnel

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## **POSITION PURPOSE**

Under limited supervision, performs highly responsible duties of rendering emergency care and transportation to the ill and injured persons. The nature of the work requires decision making abilities under pressure and also requires a calm, professional demeanor. Considerable health and physical strength requirements are necessary. Although safety and risk management measures are implemented wherever possible, there remains numerous unavoidable aspects of this class which may place the EMT at risk of personal harm or illness, included, but not limited to, driving of an emergency vehicle using lights and siren, exposure to hostile or combative patients, response to violent crime scenes, response to accidents involving hazardous chemical spills, exposure to communicable diseases, danger to moving traffic at highway/roadway accidents, response to hazardous environments, exposure to dirty needle sticks, and performance of certain high risk procedures in the delivery of basic life support.

## **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

1. Drives an ambulance to scenes and facilities in a safe and expeditious manner while observing traffic ordinances and regulations concerning emergency vehicle operation.
2. Provides basic airway control utilizing acceptable methods.
3. Maintains adequate supply and control of medications carried on the ambulance.
4. Maintains radio contact with base at all times.
5. Reports (via radio or other method) to receiving hospitals on the nature and extent of injuries/illness of patient(s) being transported.
6. Presents a reassuring and professional attitude at all times.
7. Complies with guidelines and recommendations on the handling of medical waste. Assures all medical waste generated at the scene is removed from the scene and disposed of properly.
8. Employs techniques to minimize the risk of acquiring infection or spread of communicable diseases.
9. Prepares a detailed written medical report of each patient attended to and provides a copy of the report to the receiving facility.
10. Obtains and completes all necessary forms for billing purposes.
11. Performs other duties as established in the EMT Job Description.
12. Maintains all credentials as required for certification.

13. Attends meetings, conferences and seminars as required.
14. Any and all other related duties as required.

## **QUALIFICATIONS**

### **EDUCATION/CERTIFICATION:**

- Graduate of a 2-year college or trade school (desired)
- Current Emergency Medical Technician Certification in the State of Kentucky
- CPR, PHTLS or ITLS Certification
- CPR Instructor Certifications (desired)
- Maintenance of all required Certifications/Renewals

### **EXPERIENCE:**

- Previous experience in a healthcare setting (desired)
- Experience in Pre-Hospital Emergency Services (preferred)

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of Local, State and Federal Regulations applicable to the program.
2. Ability to maintain confidential information and exercises professional judgment.
3. Ability to deal with the public, government officials and other agencies professionally.
4. Ability to communicate orally and in writing.
5. Ability to react quickly and competently in an emergency situation.
6. Understands the healthcare delivery system.
7. Knowledge of Employee/Employer relationship.
8. Considerable knowledge of and training in the care and use of emergency equipment commonly accepted and employed by EMS agencies, such as oxygen, delivery systems, suction apparatus, anti-shock trousers, splinting devices, backboards, stretcher, etc.
9. Considerable knowledge in the use and care of basic life support equipment, including heart monitors, basic airway equipment, pulse oximeters, blood glucometers, and medications.
10. Considerable knowledge and skill in treatment of trauma, cardiac, cardiac arrest, childbirth, respiratory emergencies, pediatric emergencies, shock, etc.
11. Ability to manage stressful situations.
12. Ability to perform related duties as assigned.

### **CONDITIONS OF EMPLOYMENT:**

- Resident of Shelby County (desired)
- Participation in KPPA (Kentucky Public Pension Authority) - Hazardous
- Participation in Payroll Direct Deposit Program
- Pre-Employment Background Check
- Pre-Employment Drug Screen

### **WORKING CONDITIONS PHYSICAL EFFORT:**

- Moderate to extreme physical/mental activity under extreme weather conditions.
- Potential for hostile environments.
- Ability to lift 75 pounds on a regular basis.

**OVERTIME REQUIREMENTS:** Non-exempt

**AVAILABILITY:** 24-hour shift every 3<sup>rd</sup> day but may be contacted on emergency basis.

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### **INTENT AND FUNCTIONS OF JOB DESCRIPTIONS**

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decision. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the American Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risk to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reasons not prohibited by law.

Shelby County Fiscal Court is an Equal Opportunity Employer.