

# **Hampshire County Emergency Services**

## **Emergency Medical Technician**

### Job Description

#### **Introduction:**

This position is located in Hampshire County, WV. The incumbent reports to a Shift Supervisor who in turn reports to the Director of the Emergency Services Agency. The incumbent of this position will perform the duties of field emergency medical technician (EMT), providing emergency medical care at the Basic Life Support (BLS) level to Hampshire County and surrounding areas. The incumbent will serve as a Crew Chief on an ambulance, partnered with an Emergency Medical Vehicle Operator (EMVO). The incumbent will also perform other duties as required to assist the Director in effective and efficient management of the Hampshire County Emergency Services Agency (HCESA).

#### **Summary of Duties:**

Responsible for responding to medical emergencies in Hampshire County and, via mutual aid agreements, to surrounding areas. Provides pre-hospital medical care at the scene of medical emergencies and in transport to the hospital.

Leads a BLS ambulance crew, directing the work of an EMVO assigned to his or her ambulance in the performance of their operational and administrative duties.

Ensures effective coordination of operations on emergency scenes. Cooperates with other emergency services, such as volunteer rescue squads, fire departments, and/or law enforcement to maximize effectiveness and efficiency of emergency operations.

Assists the Shift Supervisor and Director in running the day-to-day operations and administration of the HCESA. Duties may include but not be limited to assisting with:

- Planning, organizing, coordinating, and evaluating HCESA operations and mission performance
- Conducting training and supervision of staff to insure delivery of consistent high-quality care
- Drafting written protocols, policies, and procedures;
- Organizing, coordinating, and evaluating all functions of the ambulance service;
- Representing the department and county at local and regional meetings;
- Managing maintenance of vehicles, equipment, and facilities.

**Supervision Received:**

Works under the direct supervision of a Shift Supervisor and general supervision of the Director of the Emergency Services Agency.

**Supervision Exercised:**

Leads the efforts of the incumbent's assigned crew

**Essential Duties and Responsibilities:**

- Ensure patient and employee safety in all areas of operations
- Respond to calls involving emergency medical, fire, and hazmat incidents; and may have command and control responsibilities; respond to nonemergency calls to assist the public and other response agencies; take appropriate action to minimize the loss of life and property.
- Provide emergency medical care to patients in accordance with employee's education, training, authorized scope of practice, and state and local protocols
- Participate in continuing education and professional development and/or provide work-related training
- Make recommendations to the Director for purchase or acquisition of ambulances, supplies and equipment
- Provide public relations information and training to the citizens of Hampshire County
- Recommend new or updated policies and procedures
- Recommend new or updated protocols, working closely with the Director, Medical Director and medical staff
- Follow all applicable protocols, policies, and procedures
- Provide training and mentoring for new employees in the areas of essential duties and responsibilities as outlined in their position job description
- Provide and participate in on-going education, training and mentoring of ESA staff
- Maintain patient confidentiality and comply with HIPAA laws and regulations
- Maintain up-to-date knowledge of federal and state laws, rules, and regulations related to all aspects of EMS
- Provide input to the Director on the annual budget
- Ensure all licenses, certifications, and documents are current and in place
- Maintain certifications, skills, and knowledge needed to function at the EMT level
- Represent the Director and HCESA in a variety of local, county, state, and other meetings
- Maintain positive working relationships with local and surrounding hospital physicians and staff, law enforcement, public works, fire, volunteer agencies, and other agencies as deemed necessary
- Maintain station facilities, ambulances, and equipment by performing light and heavy general cleaning, and maintenance

- Maintain knowledge of county geography, streets, roads, and buildings.
- Other duties as assigned.

**Qualifications:**

- Required
  - Current West Virginia EMT certification
  - BLS for Healthcare Providers
  - EVOC
  - Hazardous Materials Awareness
  - Current driver's license
- Highly desired
  - Volunteer emergency services experience
  - EMS Instructor certification (BLS)
  - BLS (CPR) Instructor
  - Hazardous Materials Operations
  - Rescue Core Prerequisites or equivalent Awareness level certification in rescue disciplines listed below
  - ICS-100, -200, -700 and -800, or complete within first year
- Desired
  - Vehicle & Machinery Rescue Operations or higher
  - Rope Rescue Operations or higher
  - Swift and Surface Water Rescue Operations or higher
  - Confined Space Rescue Operations or higher

**Special Requirements:**

- Must be eighteen (18) years of age or older at the time of hire
- Must have no felony convictions or disqualifying criminal history within the past seven years
- Ability to read, write and speak the English language
- Must be a U.S. Citizen or otherwise legally allowed to work in the United States

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work is performed while intermittently sitting, standing, walking, bending, crouching, kneeling, climbing and descending stairs, balancing, stooping and reaching. The work is often performed while wearing personal protective equipment (PPE) and could be while carrying additional equipment. The ability to use hands to operate objects, tools or controls is necessary. The employee will lift light and heavy objects including patients and equipment. The employee is required to be able to lift a 200 lb. patient with assistance

from another partner. The employee must be able to access, assess, and treat patients in various entrapment situations, such as in a motor vehicle crash, down a steep slope, or in a confined space. A high degree of dexterity is necessary. The employee must also be able to perform high-quality CPR on an adult patient in accordance with American Heart Association standards for two minutes, uninterrupted. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work is typically performed in an office, stockroom, outdoors and at the scene of emergency incidents. The employee may be exposed to fire, smoke, noise, dust, dirt, grease, machinery with moving parts, contagious or infectious disease or pathogens, irritating chemicals, and occasional hot, cold, or inclement weather. The work requires the use of protective devices such as helmets, masks, goggles, gloves and all protective clothing associated with EMS operations.

Selection Guidelines: Formal applications; rating of education and experience; oral interview; reference checks; background checks; drug screening; and pre-employment medical examination may be required. NOTE: Appointees will be subject to completion of a standard probationary period. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position. The job description 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 and requirements of the job changes.