



AUSTIN COUNTY EMERGENCY MEDICAL SERVICE JOB DESCRIPTION

JOB TITLE:	Emergency Medical Technician
DEPARTMENT:	Emergency Medical Service
SUPERVISOR:	Operations Supervisor, Paramedic, EMT-I
SUPERVISES:	All Personnel of Lower Rank
JOB SUMMARY:	Provides emergency medical care and community education to the citizens of Austin County. Follows established standards and procedures set forth by policy and procedures, and physician direction by written patient care guidelines, radio, telephone, or personal interaction. Participates in planning and implementation of programs or objectives for own work group.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responds to requests for emergency medical service.

Assesses patients' medical needs and provides medical care on location as needed per established guidelines/ protocols/ standing/ written or verbal orders as Texas state certification level and department policy allows.

Transports patients to appropriate facility determined by medical protocols, patient condition and/or ACEMS policy.

Maintains inventory of supplies and equipment in

ambulance Maintains condition of ambulance and station

Prepares necessary reports and paperwork as required in timely fashion and complete per department policy

Signs for and is held accountable for equipment and supplies used

Maintains district maps and updates as needed

Assists in training new employees

Assists in precepting students and third-party riders per department guidelines

Assists other employees with their duties

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Reviews work of other employees who are under direct supervision

Ensures established standards are maintained by other employees

Assign duties to others as required

NOTE: 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. In addition, any task requested by a supervisor while legal and moral must be carried out to the best of the employee's ability.

MINIMUM JOB REQUIREMENTS:

- a) **Knowledge:** High school diploma/GED; Texas Emergency Medical Technician Certification

- b) **Skills and Abilities:** Strong verbal and written communication skills, strong organizational skills, strong interpersonal skills, and ability to deal effectively with the public and other employees.

- c) **Special Requirements:** Valid Texas Drivers License; may be subject to 24 hour emergency call and recall.

- d) **Evaluations:** Obtain and maintain accumulated score of 26 or above on Performance Appraisal Form. See attached form.

- e) **Equipment Used:**
 - Telephone
 - Medical Equipment on Squad and Ambulance
 - 2-Way Radio
 - Audio and Video Equipment
 - Cleaning Equipment
 - Maintenance Tools
 - Truck Washing Equipment
 - Haz-Mat Material
 - Map Book
 - Computer
 - Typewriter
 - Calculator

JOB TITLE:
DEPARTMENT:

Emergency Medical Technician
Emergency Medical Service

CONTACTS:

Job requires daily contact with hospital staff, fire personnel, police personnel, and co-workers in person, on the telephone or radio to exchange information and provide service.

Job requires frequent contact with department employees, outside community organizations, and the general public in person and on the telephone to exchange information and provide service.

PHYSICAL DEMANDS:

Duties require: daily use of hands and/or fingers to grasp, handle, pick-up, pinch, type or feel, reaching with hands and arms, standing, walking, sitting, listening, and lifting of objects up to 10 pounds. Frequent stooping, kneeling, crouching, crawling, and talking. Occasional climbing or balancing and lifting of objects up to and over 100 pounds, close vision, distance vision, ability to distinguish color, peripheral vision, depth perception, and ability to focus. Lifting and moving of patients from a variety of positions and locations, some of which may be combative.

EXPOSURES:

Employee might face a variety of hazards on a daily basis including but not limited to the following;

- a) **Environmental:** Employee will be responding to calls for assistance, both day and night, in a variety of weather conditions including heat, cold, high winds, thunderstorms, toadic storms, snow and ice.
- b) **Medical:** Employee might risk exposure to a variety of medical conditions that are transmittable by several routes, including, but not limited to direct contact and airborne.
- c) **Psychological:** Employee might be exposed to a variety of situations that could possibly lead to emotional or psychological stress.
- d) **Physical:** Due to the uncontrolled environment the employee might be subjected to, there is a risk of personal injury, either accidental or intentional while performing normal job duties.

SUPERVISION REQUIRED:

Uses independent judgment within established guidelines. Needs assistance only for unusual, non-routine situations.