

Emergency Medical Technician

Department: Ambulance
Location: City of Yuma
Reports To: EMS Director
Classification: Full time/Part time
FLSA Status: Non-exempt
Prepared Date: 2/2024

Position Summary

The Emergency Medical Technician prehospital provider is responsible for the treatment and transport of residents and non-residents alike. They shall also be responsible for routine reports, records, filing, and other duties as assigned. Emergency Medical Technicians answer to the Director. Emergency Medical Technicians may receive direct supervision, prehospital care direction and instruction from Paramedics.

Essential Duties and Responsibilities

- Operates an emergency medical vehicle.
- Navigates ambulance to patient's location. Assess a patient's condition, obtains information from persons involved, determines nature and extent of illness or injury and renders appropriate emergency care to manage emergencies such as those related to respiratory, cardiac or trauma incidents, including basic life support treatment, patient stabilization, monitoring and resuscitation according to established medical protocols.
- Lifts, carries and transports injured, sick or incapacitated persons. Stabilized, immobilizes and lifts and moves victims from scene of accident or catastrophe.
- 9-11 Emergency response and interfacility transports.
- Communicated with professional medical personnel at emergency treatment facility to obtain instructions regarding treatment and to arrange for reception of victims at medical treatment facilities.
- May be on extended hour call shifts. Must be able to respond to the station within five minutes of being paged when on the call schedule. Failure to consistently respond in allotted time may result in disciplinary actions up to termination.
- Have a thorough knowledge of the State of Colorado acts allowed, company protocols, operational procedures, safety policies and methods and techniques for providing on-site and transport emergency medical services.
- Performs only duties within scope of qualification and have a basic understanding of medical-legal principles.
- Keeps accurate records for grants, inventories, etc.
- Attends City Of Yuma Ambulance Service meetings and educational sessions.
- Completing and maintaining accurate records and documentation with regard to transport, equipment inspection, supplies usage and other forms of documentation inherent in the operation.
- Maintains files with Director or their designee and other administrative duties as assigned.
- Keeps accurate records for all calls as to date, time, location, and status.

- Passes along all appropriate information received from sources other than radio or telephone, i.e. Teletypes and correspondence to the proper agencies and/or personnel.
- Properly briefs relief personnel of current situation, status of all on duty personnel, and location and status of emergency response equipment. In turn, is properly briefed at beginning of shift.
- Monitors status of all City Of Yuma Ambulance Service equipment; radio consoles, telephone equipment, computer, and other equipment used by the City Of Yuma Ambulance Service. Performs minimal maintenance. Reports all need for maintenance or repair to the Ambulance Service Director or their designee.
- Maintains familiarity with all specialized equipment.
- Monitors supplies used by service staff and informs Director or his or her designee of needs.
- Keeps personal work area neat and organized.
- Cleans and disinfects the interior of the ambulance. Cleans and details exterior of the ambulance. Cleaning and maintaining the cleanliness and proper stocking of the ambulance, company vehicles, equipment, office, lounge and bathrooms.
- Promote the company, perform public relations when assigned, perform standby coverage at special events, deliver medical equipment and supplies when assigned and other details when assigned.
- Must maintain strict confidentiality regarding all information pertaining to patient data, forms, manuals, charts, employee data or any other sensitive or confidential information obtained while employed. Due to the extremely sensitive nature of this position, this duty of strict confidentiality extends beyond the term of employment.

Education, Training, and Experience – *differentiate between requirements and preferences*

- Education:
 - High school diploma or equivalent, completion of a state-approved Emergency Medical Technician course
- Certifications/Training: Colorado EMS provider certification, CPR-BLS for “Healthcare Provider” or equivalent credential, completion of Colorado IV/IO therapy and medication administration course curriculum preferred.

The City of Yuma will consider candidates who possess any combination of education, training, and experience appropriate to qualify the individual for the position.

Knowledge, Skills, and Abilities

- Fast decision-making, problem-solving, empathy and understanding, effective communication, good listening, patience, compassion and caring, mental resiliency.

Additional Eligibility Qualifications

- Be a minimum of 18 years of age and a U.S. citizen
- Current, valid Driver’s License with good driving record.
- Completion of pre-employment requirements including a criminal background check and a drug screen.
- Working knowledge of personal computers and associated software.

- Read, write and communicate professionally and effectively with patients, family members, medical personnel, coworkers and the general public.
- Be able to remain calm, think clearly, and react swiftly in an emergency.
- Have a thorough knowledge of responsibilities and functions of the agencies served.
- Be familiar with all equipment and operation of the Service.
- Pass written/oral examinations as required.
- Be willing and able to work rotating shifts, on call time, weekends, and holidays.
- Must have reliable transportation and must report to work punctually for all scheduled shifts and in proper uniform. Maintaining a clean and complete uniform, personal hygiene and professional, pleasant and polite demeanor to all persons with whom the individual comes in contact while on duty.
- Demonstrates a sincere desire to continually improve and upgrade the skills and knowledge of the emergency medical profession.

Travel Requirements

Navigate to 9-11 response locally including rural locations within 1100 mile service area in Yuma County and Washington County including during adverse and unfavorable road conditions and/or visibility.

Long distance interfacility transports, including during adverse and unfavorable road conditions and/or visibility.

Be willing to attend workshops, seminars or training function to advance his/her skills and knowledge at the Directors request.

Physical Demands and Work Environment

The physical demands and work environment 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 where possible to enable individuals with disabilities to perform the essential functions. Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

Work Environment

Job duties are performed both indoors and outdoors, in all types of weather. Work in an enclosed vehicle, such as an ambulance, daily. Work very near other people and have little space between self and others. EMTs are often exposed to hazardous equipment, conditions and situations.

Physical strength to and agility to lift and carry heavy objects, such as a gurney while transporting patients; lift, pull and operate gurney; climb ladders and stairs; bend, stoop, kneel, crawl in tight places; withstand a variety of environmental factors including working in the heat or cold, confined spaces, slippery/uneven surfaces, work irregular hours; exposure to toxic chemicals, fumes, smoke, gases and solvents; work long periods of time without relief

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 position. The position requires significant physical strength and dexterity and the ability to function in very adverse environments with exposure to numerous safety risks typically found at emergency scenes. The following guidelines are used to describe the frequency of activities in this position: *(Occasionally equals 1-33%; frequently equals 34%-66%; and continuously equals 67-100% of a typical workday.)*

STANDING/WALKING: Frequently too continuously when responding to calls. Optional while at rest at the facility. This usually includes going to and from the emergency vehicle, getting patients from their locations, and rendering treatment. Most walking would be for short distances, as emergency vehicles are allowed to get as close to the location as possible. However, the incumbent must also be able to run these same distances, in case of an emergency where time is of the essence. Walking and running may vary, however, as the patient may be located inside a large, multi-floored facility. Standing, walking, and running could be on all types of surfaces, including but not limited to: asphalt, cement, concrete, soft/packed dirt, linoleum, wood, hardwood floors, etc. The individual must be able to go up and down slight inclines or declines that may be found at roadsides, agricultural areas, etc. At a location, standing would occur more often than walking or running. Standing would occur on the wide variety of surfaces mentioned above. Standing could last from a few minutes to hours, depending on the situation. Standing could occur in the standard erect position, the kneeling or squatting position, etc.

SITTING: Frequently when responding to a location, the individual will sit in the emergency vehicle. The emergency vehicles are equipped with a standard installed vehicle seat. The time performing the sitting activity on a call would depend upon the specific situation.

LIFTING AND CARRYING: Frequently required to lift and carry weights ranging from a few pounds to ten (10) pounds and above. Occasionally required to lift and carry weights scaled at above 100 pounds or more. Incumbents will need to lift and carry, with one team member, adult patients, lifting them from various positions (such as a bed or a chair) onto various patient movement devices, such as an ambulance stretcher, a stair chair, long back boards, etc., and then efficiently move them into an ambulance. Other heavier objects in the high range category would be 5-foot tall, 10-inch diameter oxygen cylinders, and medical equipment boxes. The oxygen cylinders can be made of quarter-inch steel and weigh up to 113 pounds. The medical equipment boxes can weigh approximately fifty pounds or more.

BENDING AND STOOPING: Frequently throughout a work shift, the individual will be required to bend in a range of 1 to 90 degrees. The average situation will require the individual to work in a range of 35 to 65 degree bends. This would involve lifting a patient, lifting equipment, treating a patient at ground level, sitting on a bench located in the ambulance. This activity may be prolonged and last up to 30 minutes or more. During any given call, the provider may bend and/or stoop 1 to 15 times per incident.

CROUCHING AND KNEELING: Frequently. Crouching and kneeling may be performed when on the scene picking up equipment or assisting patients. The actual number of times this is done depends on the particular incident but may be up to 15 times for a duration up to 30 minutes or greater.

CLIMBING: Occasionally. This is required when climbing steps up and down with a patient on a stretcher or other device, and when entering or exiting the emergency vehicle. Generally, the climbing would require that the incumbent be lifting and carrying heavy objects such as a stretcher or other device with a patient on it. Balancing may be required when backing down staircases.

REACHING: Frequently to continuously throughout the work shift in order to review monitoring equipment, operate communication equipment, administer oxygen, and operate equipment. The incumbent may also be required to reach in precarious positions, such as in a vehicle, which has been crushed in an accident, or in other confined spaces. If working inside the ambulance en route to a medical facility, the incumbent will need to reach to access the patient and supplies. Reaching will involve partial to full extension of the arms.

PUSHING AND PULLING: Frequently. The activities that would require the most force in pushing and pulling is when removing or returning a gurney to the emergency vehicle, with and without a patient on the gurney. The weight required to push/pull will vary, depending on the weight on the gurney. Slight pushing will be required if the incumbent is performing CPR, which can require repetitive pushing and may range from a few minutes to hours. Pushing and pulling is required when operating and closing vehicle doors.

HANDLING OR GRASPING: Continuously. While working at any given location, continual bilateral gross manipulation is performed in this position. This may be involved when: opening/closing doors; and using, handling, carrying and/or operating medical equipment boxes that may weigh approximately fifty (50) pounds or more, stretcher rails, various handles attached to equipment, and tools. The arm and hand must be able to perform all types of positions, including supination and pronation. Hyperextension, extension, and flexion of the fingers will be involved, ulnar, and radial deviation, abduction and adduction of the hand and wrist will be required. A wide variety of grasping will be required, such as cylindrical grasping, palmer grasping, hook grasping, tip grasping, and lateral grasping and spherical grasping.

HAZARDS: The incumbent, when responding to emergencies, can be exposed to dust, fumes, gases, fire, smoke, adverse weather conditions, and chemicals. Driving at speeds beyond the posted limit may occur and, therefore, the incumbent may be exposed to vehicular accidents at a higher speed than normal. There is also exposure to body substances that may contain infectious materials that could cause illness or death. There is potential for bodily harm or death from violent patients, bystanders, or other dangers.

OTHER PHYSICAL REQUIREMENTS

- Maintain balance and strength in awkward positions
- Speak clearly under stressful circumstances
- Accurately communicate ideas orally and in writing in English
- Respond physically with speed
- Speak loudly; and
- Get along well with others.

MENTAL REQUIREMENTS OF THE POSITION

- Handle a significant number of stressful situations, and be able to function calmly coolly and collectedly under all types of stressful situations
- Get along well with diverse personalities
- Communicate with patients and others with empathy and respect
- Create and maintain a positive and cooperative working environment in stressful situations;
- Work smoothly and professionally in an environment where teamwork is essential
- Analyze and interpret difficult and complex patient care and personnel situations
- Work independently with a minimal supervision for assigned tasks
- Exercise sound independent judgment within general Policy and procedural guidelines
- Anticipate and identify problems and take initiative to prevent or correct them
- Establish and maintain effective working relationships with all levels of personnel within the medical community, Washington County Ambulance Service, outside agencies, patients, and members of the community;
- Understand and follow federal, state, and local laws, and Washington County Ambulance Service policies, procedures, and rules
- Follow orders
- Remember and apply concepts, knowledge and principles; and
- Appropriately deal with stress and maintain composure when encountering serious injuries or illnesses.

DISCLAIMER

The information provided in this description is designed to indicate the general nature and level of work performed by incumbents within this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this position. The City of Yuma Manager has the sole discretion to add or modify the duties of the position and to designate other functions at any time.

Compensation and Benefits

The hourly pay rate range for this position is \$19. to \$21. and \$5. per hour on call. Benefits available to full-time employees include medical insurance, retirement benefits, paid time off, paid holidays, and education and training benefits.

Employee Acknowledgement

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 job description does not constitute an employment agreement between the employer and employee, and it is subject to change by the employer as the needs of the employer and the requirements of the job change.

Employee Name

Employee Signature

Date