

CITY OF KIEL

Title: In-House Part Time EMT Staff

Class specifications are only intended to present descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION: Works under the direction of the City Fire Department's EMS Chief. The position(s) are part time and hours assigned will reflect part time employment, Hourly (non-exempt)

DISTINGUISHING CHARACTERISTICS:

In-House staff is to work to support operations with On-Call Staff. The purpose of the Emergency Medical Technician at the Kiel Fire Department Ambulance Service is to provide high quality service in the efficient and effective life support services to all persons in our service area.

ESSENTIAL FUNCTIONS: (include but not limited to the following)

- Respond to ambulance calls (emergency & non-emergency) to provide efficient & immediate care to all patients.
- Transport any patients that require continued care to an appropriate medical facility.
- Transport patients from one medical facility to another per direct order.
- When dispatched, drives ambulance to location given, using the most expeditious route.
- Observes traffic ordinances & regulations pertaining to emergency vehicle operation.
- At a scene, parks the ambulance in such a way to provide a safe environment for emergency medical personnel, the patient & the general public.
- Determines the nature & extent of illness or injury & establishes priority for required emergency medical care, rendering care to the level of the employees training.
- Exhibits confidence & efficiency when dealing with patients, avoiding mishandling & undue haste when working expeditiously.
- Where extrication is required, assesses the extent of injury while caring for & protecting the patient, also using the prescribed techniques & tools for removing the patient safely.
- Advises dispatch if & when additional help or special rescue services, and/or utility services are needed.
- Complies with regulations regarding the handling of the deceased, notifying the proper authorities & protecting evidence at the scene.
- Assists in lifting the stretcher & placing it in the ambulance while seeing that the patient & stretcher are secured, while continuing patient care as necessary.
- Constantly monitors patient condition while enroute destination.
- Maintain communication with medical control at the receiving facility, while following the physician's orders and carrying out protocols.
- When unable to communicate with medical control or receiving facility (i.e. telephone at scene, cellular phone, VHF or UHF radios), written protocols will be followed.
- Properly assists in transferring patients out of the ambulance & into receiving facility.

- Reports verbally & in writing his/her observations, while caring for the patient at the scene & in transit, to the medical staff receiving the patient.
- After each ambulance run, replaces all supplies used, makes careful check of all equipment so that ambulance is ready for the next run.
- After each ambulance run, completes patient report & distributes copies as directed.
- Ensures that assigned ambulance is clean (interior & exterior), kept neat & in an orderly condition.
- In accordance with local and/or state regulations, decontaminates the interior of the ambulance after transporting victims with a contagious disease or radiation exposure.
- Maintains familiarity with specialized equipment utilized by the Kiel Fire Department Ambulance Service.
- Ambulance attendants & drivers should be equally trained regarding each other's duties & responsibilities, so that they may function independently or interchangeably in caring for multiple casualties.

WORKING CONDITIONS:

Work is performed in fully equipped ambulance and assortment of scene responses situations.

The noise level in the work environment is usually moderate, except during firefighting or EMS activities when noise levels may be loud.

The employee is to be able to lift and/or move up to 100 pounds and may occasionally need to lift and/or move up to 200 pounds.

While performing the duties of this job the employee is frequently required to stand, walk, use hands, handle or operate objects, tools, or controls, as well as reach with hands and arms. The employee is required to sit, climb, balance, stoop, kneel, crouch, or crawl.

QUALIFICATIONS: (The following are minimum qualifications necessary for entry into the classification)

- Current state of Wisconsin AEMT, I99 or Paramedic licensure.
- Current cardio-pulmonary resuscitation certification.
- Must have a valid Wisconsin driver's license.
- Must be (18) years of age or older.
- Demonstrates strong moral character: Honesty
- Peer respect and trust
- Direct conflict resolution experience
- Solution oriented - Team player

Education and /or Experience:

- High school diploma or general education degree.

License/Certificate:

- Completion of a qualified EMT program and certification by the states of Wisconsin as an AEMT, I99 or Paramedic.

- Current cardio-pulmonary resuscitation certification.

KNOWLEDGE/ABILITIES/SKILLS:

- Life saving techniques.
- Ability to get along well with the general public, an assortment of emergency medical service personnel, physicians and fellow employees.
- Fully equip ambulance and responses at assortment of scenes.

Ability to:

Work well as a team member, team leader and individually. Represent the EMT profession and City of Kiel in a professional and favorable manner.

Know their position, perform work well, be in good physical condition, communicate effectively both orally and in writing, exercise sound judgement in evaluating situations and in making decisions, effectively give and receive verbal and written instructions, as well as establish and maintain effective working relationships with other employees, supervisor, and the public.

Skill of:

Utilize specialized lifesaving equipment and tools including ambulances and rescue vehicles, ambulance stretchers, monitors and defibrillators, extractions tools, and all related EMS equipment.