

Job Description



Emergency Medical Technician

FTE | POS #

Direct Report	EMS Director	Grade	EMS1 \$22.32- \$27.34 hr.
Department	EMS	FLSA	Non-Exempt
Division	N/A	Bargaining Unit	Union
Date	May 2024	Location	EMS Headquarters

Homeland Security Emergency Status: Essential

Safety Classification: E1 Critical

Summary

Provides emergency care and transportation for the sick and injured.

Supervisory Responsibilities

Supervision Scope: Per State Protocol.

Supervision Received: Works under the direction of the EMS Director.

Supervision Given: This position has no formal supervisory responsibilities.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Responds to given locations with lights and siren, driving in a defensive manner, obeying the rules of the road.
2. Working alongside a Paramedic, stabilizes patients at scene, i.e., CPR, airway management, control bleeding, assists in starting IV, splints body as needed using proper equipment to load patient into ambulance.
3. Prepares patient care reports contiguous with incidents to ensure continuity of care for the EMS Office, billing records and physician information.
4. Ensures that equipment is in proper places and in good working order, cleans equipment and patient care compartment in order to have the ambulance ready for the next response. Replaces stock used in the course of patient care as required.
5. Contacts the Dispatch Center in order to inform them of status relative to response, arrival, availability, deployment of additional resources for any other reason necessary for operation.
6. Minor vehicle maintenance, which includes washing; checking oil, water, fuel; washing floors and cleaning windows, and testing of equipment, including when assigned radio equipment, and various other electronic equipment and telephone equipment.
7. Qualified and trained employees may be assigned, to perform EMD Dispatch, including monitoring E-911, signaling equipment in order to coordinate with EMS field supervisors and ambulances and dispatch EMS Ambulances using structured protocols to determine priorities and appropriate calls for service via radio, telephone, and computer telecommunication.
8. Qualified and trained employees assigned to EMD Dispatch will, receive, record, and categorizes all incoming calls/requests for assistance in a professional, concise, and accurate manner and provide support of field unit requests for service, test equipment, including when assigned radio equipment, and various other electronic equipment and telephone equipment.
9. Maintain accurate and timely computer entries regarding responses.
10. Perform duties related to Mutual Aid Radio Coordination Program.
11. Attends re-certification classes in order to maintain certification.

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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 logical assignment to the position. The job description does not constitute an employment agreement between the City of New Bedford and the employee and is subject to change by the City as the needs of the City and requirements of the job change.

Competencies

Proficient communication skills CPR certified	Independent Judgment Interpersonal skills	Knowledgeable in First Aid Competent in Electronic Patient Care Report
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Minimum Qualifications

Education and Experience

- Current certification as an Emergency Medical Technician (Ambulance) by the Massachusetts Department of Public Health, and current certification as a Healthcare Provider by the American Heart Association (M.G.L., Chapter 111c, sections 3 and 6).
- Federal and State drug laws; pathophysiology; advanced human anatomy and physiology; MGL, Ch 89, 90, and 111C; MA DPH re-certification requirements; regional communication protocols. Knowledge of major transportation routes in the locality, defensive and emergency driving procedures, emergency medical service vehicle limitations and local emergency medical service Point-of-Entry procedures.
- Any equivalent combination of education and experience on a year for year basis.
- This position is subject to re-certification by the State Office of Emergency Medical Services.
- Statewide treatment Protocol updates
- Maintain National Continued Competency Requirements Certification
- High school diploma or equivalent (proof necessary).
- Experience working on a Basic Life Support / Advanced Life Support ambulance.
- Experience working on a Basic Life Support ambulance.
- Experienced patient care provider
- Experience working in a "Two-Tiered System "Basic Life Support
- One year's Public Safety Dispatch experience preferred.
- Any equivalent combination of education and experience on a year for year basis.
- Familiarity with Statewide treatment protocols and Morbidity & Mortality rounds.

Required Skills and Abilities

- Sound knowledge of Massachusetts Statewide Treatment Protocols
- Expert knowledge of Basic Life Support
- Ability to establish and maintain an excellent and effective professional working relationship with supervisors, co-workers, medical personnel, patients, other agencies, and members of the public.
- Excellent interpersonal skills with the ability to work cooperatively and productively in a team atmosphere, demonstrating initiative and drive.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.

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- Ability to embrace the EMS Department's and City's mission and organizational values.

Preferred for Assignment to Dispatch

- Maintain Association of Public-Safety Communication Official (APCO) Certification
- Maintain Next Generation 911 Certification
- Maintain EMD Certification

Special Requirements

- Operates a motor vehicle on a regular basis.
- Mandatory Criminal Offender Record Information (CORI) check.

Tools and Equipment Used

Ambulance, oxygen equipment, anti-shock equipment, first aid supplies, semi-auto defibrillators, stretchers, equipment to gain access and all other equipment required for treating a patient as per State Protocols, radios, computers, calculators, phones, copy machines, etc.

Work Environment

Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing, lifting and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques. The Emergency Medical Technician position requires the exercise of caution when operating equipment or handling chemicals or other toxic materials, utilization of proper sanitary precautions when handling trash, biohazard material and other potential hazards.

When assigned to dispatch the work environment is a dispatch center, with other employees on radios and phones and needing to work quickly to respond to calls and dispatch services, including sitting for long periods, operating computers, phones, and radios for long periods.

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. The work environment and exposures 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.

While performing the duties of this job, the Emergency Medical Technician is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The position is occasionally sedentary. The Emergency Medical Technician sits, walks, or stands for varying periods, may exert up to 50 pounds of force occasionally including lifting to lift, carry, push, pull, or otherwise move objects up to 100lbs. While performing the duties of the job, the incumbent is constantly required to sit, talk, and hear, must be able to listen and accurately record information from employees, executive staff members, other agencies, and members of the public. Vision should be at or correctable to normal ranges. Ability to operate a keyboard and sit at a computer for long periods of time; ability to operate general equipment and all other related equipment.

This position requires the employee to communicate, detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, and assess verbal communications for the purpose of relaying finite details to first responders and medical directors.

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Work Hours

This is a full-time, non-exempt position that requires varied schedules, weekends, nights, with the required availability for after-normal hours of operation during emergencies and other departmental critical needs.

Must be able to work all shifts (including nights, weekends, and holidays).

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice, as needed, by the City of New Bedford within the scope of departmental needs. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

