

Position No:

Pay Range:

Date: December 26, 2001

POSITION DESCRIPTION

CITY OF CONCORDIA

POSITION TITLE: Reserve EMT

POSITION REPORTS TO: Lead Firefighter, Reserve Captain, Fulltime Firefighter, Fulltime Lead Firefighter, Captain, Deputy Fire Chief and Fire Chief.

PURPOSE OF THE POSITION: Under supervision, the Reserve EMT performs specialized work in providing life saving services (EMS). EMT duties include responding with the ambulance to emergency calls. Duties follow prescribed policies and procedures, but independent judgment maybe required in certain circumstances.

JOB FUNCTIONS

Essential Functions

1. Respond to ambulance calls.
2. Make forcible entry into buildings when necessary.
3. Assist in rescue operations involving vehicle accidents and implement correct medical procedures to the sick and injured.
4. Drive and operate vehicles and a variety of equipment.
5. Perform maintenance work in the upkeep of station equipment and facilities.
6. Assist in public education activities.
7. Complete appropriate records and reports.
8. Attend drills and classes for emergency medical services.
9. Promote a professional image to co-workers and the public.

Other Functions

1. Perform other duties as deemed necessary or as required.

NOTE: Physical examination and drug screening tests will follow all conditional offers of employment.

JOB QUALIFICATIONS

- The ability to use logical thinking to solve problems.
- Expected to have acquired the necessary information and skills to perform the job reasonably well after twelve (12) months in the position.
- Ability to deal with the public in a tactful and friendly manner on telephone and/or in person.
- Ability to maintain confidentiality.
- Thorough knowledge of EMS methods and techniques.
- Good oral, written and interpersonal skills.
- Determine strategies to accomplish rescue and EMS tasks.
- Knowledge and operation of AED and a radio system.
- Ability to handle death and destruction in a professional manner.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

- Equivalent of a high school education.
- Kansas certified First Responder or Emergency Medical Technician.
- Obtain Kansas Emergency Medical Technician certification within one year of employment.
- Possess a valid Kansas Drivers License and an established personal driving history that is acceptable for coverage by the City's insurance carrier.

EQUIPMENT USED

EMS Equipment:

Ambulance
Splints
Sphygmomanometer
Cot
Stethoscope
Vacuum pump
Airways
Immobilization device
Oxygen regulator

Station Equipment:

Base radio
Vacuum cleaner
Adding machine
Computer
Typewriter
Copy machine
Wrenches
Electric drill
Telephone

All equipment necessary for giving care according to EMS protocol.

PHYSICAL DEMANDS

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Experience all levels of stress.
- Hand eye coordination is necessary to operate required equipment.
- Frequent use of hands and fingers to operate vehicles and equipment. Also, reach with hands and arms.
- Often required to climb, stoop, crawl, kneel and crouch.
- Required to communicate vocally and be able to hear.
- Visually accept stamina that includes close vision, distance vision, color vision, peripheral vision and depth perception.
- Exposure to hazardous materials.
- Frequently requires physical exertion to manually move, lift, carry, push 125 lb. objects and may be required on extreme basis to manually move up to 200 lb. objects.
- Requires the ability to successfully pass a physical fitness test..

ENVIRONMENTAL DEMANDS

The environmental demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Exposure to bloodborne pathogens.
- Work under florescent light and direct sunlight.
- Work in hot and humid places.
- Work in dark and confined spaces.
- Work in extremely cold areas.
- Work in wet and muddy conditions.
- Work in extreme climatic conditions.
- Exposure to hazardous materials.
- Exposure to high levels of noise.
- Work in protective clothing and equipment.