

SUN CITY FIRE & MEDICAL DEPARTMENT	Review Date:	Number:
OPERATIONS MANUAL		3.21
Section: Job Descriptions	Effective Date:	Revision Date:
Subject: EMERGENCY MEDICAL CARE TECHNICIAN	Page 1 of 5	Fire Chief:

POSITION TITLE: **Emergency Medical Care Technician – EMT or Paramedic**

TYPE: Appointment or Promotion

REPORTS TO: Fire Captain, EMS Coordinator or other District Supervisor as assigned

FLSA STATUS: Non-Exempt

CLASSIFICATION: Civilian (Non-Sworn) – Safety Sensitive Position (per Arizona Revised Statutes)

WORK SCHEDULE: Full Time

GENERAL PURPOSE / DESCRIPTION:

The Emergency Medical Technician - (EMT) or Paramedic (CEP) position is a non-sworn/non-fire suppression position. All Emergency Medical Care Technician (EMCT) personnel are required to successfully complete an orientation / training program that will consist of, but is not limited to, EMS operations, EMS transportation, EMS skills, physical fitness, and other related subjects.

SUPERVISION RECEIVED

Works under the general supervision of a Fire Captain, EMS Coordinator or other District Supervisor as assigned.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following.

- Provide Emergency Medical Service (EMS) and non-emergency medical treatment and transportation in accordance with Arizona Laws, Arizona Department of Health Services (DHS) Rules and Regulations, Regional Protocols, District Policies and Procedures, and Medical Director directives.
- Safely drive/operate District apparatus and related equipment.
- Maintain patient and employee safety at all times.
- Protect the privacy and security of all protected health information (PHI) as required by HIPAA, and in accordance with general principles of professionalism as a health care provider.
- Write reports accurately and in a timely manner, documenting incident data, patient assessment, patient treatment, etc.
- Data entry into District computer system, documenting individual and crew activities, and maintaining appropriate files, as assigned.
- Operate radios and other communication equipment.
- Perform general maintenance work in the upkeep of fire/EMS facilities and equipment.
- Maintain minimum inventory/stock of medical equipment and supplies.
- Participate in medical training programs, community service and education, and other related programs.

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- Interact with, support, and assist District employees as directed within the chain-of-command.
- Participate in District physical fitness programs.
- Participate in District accident prevention programs.
- Maintain required certifications.
- Meet required continuing education requirements.
- Maintain positive working relationship with other agencies in performance of assigned duties.
- Maintain positive working relationship with District employees and public.

PERIPHERAL DUTIES

- Assist in training new employees.
- Support firefighting crews in performing non-firefighting fire ground related duties (i.e. rehabilitation sector, medical assistance, etc.).
- Serve on various committees.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed represent the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- High school diploma (GED) or equivalent is required.
- Possess and maintain a current Arizona State Emergency Medical Care Technician (EMCT) or EMCT- Paramedic certification. A program of study at an accredited college or university with course work in Paramedicine, EMS, Administration, or related program is helpful and desirable.
- Certification in BLS, ACLS* and PALS*, is helpful and desirable. (*CEP Specific).
- Candidate Physical Ability Test (CPAT) or Medic Mile.
- Instructor certification in ACLS, PALS, PHTLS, CPR, and ITLS, etc. is helpful and desirable. (CEP Specific).

Knowledge, Skills, and Abilities:

Thorough Knowledge of:

- Applicable regulations, procedures, policies, and district services.
- Emergency scene operations and incident command structure.

Working Knowledge of:

- Computer usage and data entry.
- Training techniques.
- English language, spelling, and grammar.

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- Business letter writing and report preparation.

Ability to:

- Successfully complete initial orientation/training program.
- Competently deliver medical services to all customers of the District.
- Demonstrate mechanical aptitude and ability, as required, in the operation of medical equipment.
- Perform heavy lifting and maneuvering.
- Successfully complete all training and testing required by District policies and procedures.
- Effectively meet and deal with the public.
- Communicate effectively verbally and in writing.
- Organize and prioritize tasks. Follow projects through completion.
- Effectively apply standard EMS and medical techniques.
- Effectively function within the Incident Command Structure.
- Follow verbal and written directives.
- Work under pressure and/or frequent interruptions.
- Maintain files and records.
- Maintain the confidentiality of reports and other sensitive information.
- Meet Special Requirements, as listed.

SPECIAL REQUIREMENTS

- Must be 18 years or older at time of hire.
- Must possess, and maintain, a valid Arizona State driver's license and good driving record.
- Must meet insurability requirements of District insurance carrier.
- A CEP Internship/Task Book for the titled job description must be completed within one month of hire. Completion of additional Position Task Books may be required as determined by the District.

SELECTION GUIDELINES

May include any or all of the following: formal application and resume review; review of education and experience; written examination or assessment center; oral board(s); practical skill evaluation; physical ability test; personal background overview; and background/driver's license verification and check. Selection process may also include establishment of a hiring list; offer of employment; as well as a post-employment offer psychological and physical examination including drug screen.

TOOLS AND EQUIPMENT USED

Emergency and non-emergency medical apparatus and other medical equipment; radios; computer systems and related equipment; telephones.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by all personnel to successfully perform the essential functions of this job. Reasonable accommodations may be made to

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enable individuals with disabilities to perform the essential functions. While performing the duties of this job, personnel are frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. Personnel are frequently required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

Personnel must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 175 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those personnel encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in office, vehicle, and outdoor settings; in all weather conditions, including temperature extremes; during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to sirens and hazards associated with responding to all types of emergency incidents and rendering emergency medical assistance, including infectious substances, smoke noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils. Personnel occasionally work near moving mechanical parts and in high, precarious places and are occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate, except during certain emergency response or EMS/medical activities when noise levels may be loud.

EXPECTED BEHAVIOR

Staff – Expected Behavior

The incumbent is expected to embrace, support, and promote the District’s values, beliefs, and culture, which include but are not limited to the following:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job description with any attachments and find it to be an accurate description of the demands of this job.

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Name of Employee (Print) Signature of Employee Date

Name/Job Title of Immediate Supervisor Signature of Immediate Supervisor Date

Name/Job Title of Division/Section Head Signature of Division/Section Head Date

Comments:

The duties listed above are intended only as illustrations of the various types of work 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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.