

Job: Emergency Medical Technician Intermediate '03-Full Time

Department: Shelburne Rescue

Reports To: Rescue Chief

FLSA Status: Non-Exempt

Approved Date: September 5, 2006

SUMMARY

The Emergency Medical Technician Intermediate (EMT-I '03) -Full Time has the primary responsibility for overseeing an operating rescue crew.

As a Town employee, you are expected to demonstrate commitment to excellence through teamwork and positive behavior toward all quality initiatives as well as to promote and conform to all quality standards. These include but are not limited to core values and customer service values. You are expected to provide leadership to the crew and provide medical care to the sick and injured.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The EMT-I '03-Full Time is responsible for carrying out his or her duties while representing the Town professionally at all times. You shall ensure that the highest quality of customer service is provided through delivery systems within your authority as you carry out the following:

1. Perform duties of Crew Chief, Attendant or Driver as needed.
2. Provide quality patient care in a complete and appropriate manner commensurate with your level of training.
3. Assist with community education, which includes, but is not limited to community CPR classes, station tours, 911 education and injury prevention.
4. Perform rig checks, ensure rig cleanliness, and restock supplies.
5. Provide assistance to squad officers with inventories, equipment/vehicle maintenance and supply ordering, as directed.
6. Perform patient billing weekly or as required for billing agency.
7. Assist Training Officer, as directed with record keeping, member development, QA/QI and crew trainings.
8. Adhere to Shelburne Rescue and Town of Shelburne standard operating procedures and policies.
9. Perform such other duties as may be required, including limited administrative assistance such as answering phones and taking messages.

QUALIFICATIONS

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

Candidates for this position must have:

1. A Vermont EMT-I '03 Certification with a minimum of one year of experience as a crew chief and driving an emergency vehicle.
2. Valid Driver's License.
3. Minimum of 3 years related field experience in a 911 Emergency Medical Services System.
4. Knowledge about current EMS issues and changes on a local/state/national level.
5. Ability to make quick, well-educated decisions.
6. Excellent communication skills and the ability to deal effectively and professionally with other staff and the general public and to develop and maintain positive internal and external customer relationships.
7. The ability to be detail oriented and quality driven.
8. The ability to demonstrate positive team behavior, willingness to promote a team oriented environment and maintain a professional appearance and manner at all times.
9. Good organizational skills and the ability to initiate, prioritize, oversee and carry out projects which improve the Town's ability to provide efficient services without close supervision.
10. The ability to perform basic computing skills.
11. An excellent past work record with ability to pass background/driver check.

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; talk or hear. The employee is often required to stand and walk for extended periods of time. The employee must frequently lift and/or move up to 50 pounds alone, or up to 300 pounds as a team member. Specific vision abilities required by this job includes close vision, color vision, and ability to adjust focus with or without corrective devices.

WORK ENVIRONMENT

The work environment characteristics 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.

The EMS Technician-Full Time employee must be able to bend, sit, stand, walk, run, push, pull, lift, carry, drive for extended periods of time and may be subjected to health risks such as blood borne pathogens, hazardous materials, chemical leaks, heights, water, fire, loud noises and sharp objects.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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 is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Employee