

## **Montgomery County Government Position Description**

**Job Title:** Emergency Medical Technician (EMT)  
**Department:** Emergency Medical Services  
**Class Code:**  
**Reports To:** Lieutenant  
**FLSA Status:** Non-exempt  
**Prepared By:** Human Resources  
**Prepared Date:** 11/26/08

### **SUMMARY**

The Emergency Medical Technician (EMT), under close supervision, delivers emergency and non-emergency pre-hospital patient care and transportation within his/her scope of practice defined by the state of Tennessee.

### **EXPECTATIONS OF EMPLOYEE**

- Adheres to County Government Policy and Procedures
- Acts as a role model within and outside the work environment
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services
- Consistently reports to work on time prepared to perform duties of position
- Meets County Government productivity and quality standards
- Maintains appropriate customer relations

### **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.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Provide basic, noninvasive interventions to reduce morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. This may occur at an emergency scene until transportation resources arrive, from an

emergency scene to a health care facility, between health care facilities, or in other healthcare settings.

- Respond to emergency medical calls; operates ambulance to respond and transport patients
- Assess or assist in assessing the situation and need for assistance; assists in determining or determines most effective method of emergency treatment; applies appropriate level of treatment to patient(s); advises hospital personnel of situation; transport injured or ill to appropriate healthcare facility for continuation of treatment
- Maintain communication with emergency medical dispatcher
- Prepare and appropriately complete patient care records and any related forms/documentation
- May assist in directing or coordinating the triage process and/or transportation to appropriate medical facility in mass casualty situations
- Maintain rapport with the patient, support agencies and with medical facility personnel
- Establishes contact with Medical Control Physician as required to discuss treatment plan(s)
- Checks, maintains and re-supplies medic unit; identifies needs for additional and/or replacement supplies and equipment; immediately reports any needed maintenance or repairs to appropriate person(s)
- Cleans medic units (interior and exterior, as needed), any equipment and/or supplies and designated living quarters on a daily basis
- Adheres to and maintains a positive attitude towards County and departmental procedures/policies and goals
- Undertakes continuous medical and departmental education as well as works with the community, medical professionals and others to educate and advise of the role, capabilities and responsibilities of an Emergency Medical Technician, common medical issues, etc.

## **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

## **EDUCATION and/or EXPERIENCE**

A High School Diploma or equivalent with one year of experience or significant experience in emergency medical care is required. Must possess the education and experience in areas of patient care that commensurate with the patient care mission, providing care to minimize secondary injury and provide comfort to the patient and family while transporting the patient to an emergency care facility.

## **SPECIAL KNOWLEDGE and SKILLS**

This position requires effective oral and written communication skills, excellent interpersonal skills, and intermediate computer literacy utilizing a variety of software applications.

- Thorough knowledge of applicable State of Tennessee, Department of Health, EMS Division statutes, rules, administrative orders, policies and procedures
- Thorough knowledge of the techniques, principles and practices of emergency medical care
- Thorough knowledge of local streets and hospital locations
- Skilled in driving an emergency vehicle, operation of emergency medical and related equipment
- Knowledge of emergency communications and procedures
- Knowledge of record keeping, completion of a patient care record in both written and electronic format
- Skilled in working under stressful situations, in receiving and assessing information, then making appropriate decisions for response
- Skilled in effectively maintaining equipment, facilities and operations
- Ability to quickly assess and make accurate decisions concerning human life

## **LANGUAGE SKILLS**

Incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Incumbent must possess the ability to work with mathematical concepts such as probability and statistical inference, and the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **REASONING ABILITY**

Incumbent must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Shall be licensed as an EMT-IV in the State of Tennessee\*

- Must possess a valid Tennessee drivers license Class D with F endorsement or other state with equivalent \*
- NIMS IS-100, IS-200 and IS-700\*
- Must continuously maintain valid certifications in CPR and Pre-Hospital Trauma Life Support or Basic Trauma Life Support\*

\*Failure to maintain will result in termination.

**PHYSICAL DEMANDS**

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is occasionally required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 200 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT**

While performing the duties of this job, the incumbent is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**The intent of this position description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any particular position. Employees may be assigned job-related tasks other than those specifically presented in this description.**

Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee

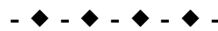
\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head/Elected Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date



Montgomery County is an Equal Opportunity Employer and complies with the requirements of the Civil Rights Act of 1966 (Section 1981) and 1964 (Title VI, VII,) Americans with Disabilities Act (ADA), Rehabilitation Act of 1973, Age Discrimination in Employment Act (ADEA), Equal Pay Act (EPA) and the Uniformed Services Employment and Re-employment Rights Act (USERRA).