



## **WAYNE COUNTY JOB DESCRIPTION for EMERGENCY MEDICAL SERVICES**

### **GENERAL WORK FUNCTIONS**

Under general supervision, performs skilled and technical work in operating an approved mobile medical unit, rescuing victims and performing emergency care to patients on-site and while enroute to medical facilities for the Emergency Medical Services Division. Work involves responding to the scene of emergency and non-emergency calls, evaluating condition of patients, determining and applying necessary medical treatment to sick or injured persons, performing patient extrication and rescue operations and preparing and transporting persons to a medical facility. Employee is responsible for serving as a member of an ambulance crew and directing others and administering medical care to the patient. Work also involves performing basic life support skills and advanced life support skills such as administering intravenous solutions and emergency medications, drawing blood, suctioning airways, inserting advanced airways, using manual defibrillators, and other treatments as instructed by a physician. Employee is also responsible for maintaining vehicles, equipment and supplies, performing janitorial duties at the base; and performing miscellaneous office duties. Reports to a Paramedic Shift Supervisor.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

- Responds to emergency calls as a mobile medical unit attendant or driver, performing necessary rescue work in accordance with established protocols for basic and advanced life support; assesses scene for team safety; evaluates conditions of patients, gathers pertinent information, including patient's medications, allergies, medical history, etc., and determines proper treatments; administers necessary emergency medical care, monitoring vital signs and performing basic life support skills such as bandaging, splinting and cardiopulmonary resuscitation and advanced life support skills such as defibrillation and cardioversion, chest decompression, drug therapy and intubations, as needed; utilizes life support equipment, including immobilization equipment, syringes, cardiac monitors defibrillator/pacers, etc., in performance of patient care.
- Prepares and transports sick or injured persons to appropriate medical facilities, administering and directing others in administering treatments to patients while enroute to hospital, as necessary; communicates with medical facility, notifying them of incoming emergency; prepares patient information and documents treatment given on ambulance call reports and provides to the medical facility.
- Participates in a continuous training program to improve competence in medical technical work and in ambulance service operation; studies street and road patterns and networks of the county in order that future runs may be made with minimum difficulty and delay.
- Inspects and tests ambulances and emergency equipment, maintaining proper inventory of equipment and supplies; cleans and sanitizes ambulances and equipment, ensuring proper and good working order; makes routine adjustments to equipment and reports other than minor defects for specialized attention; performs routine maintenance and minor repairs to ambulance.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of the principles and practices of the emergency medical service's program organization and administration.
- Thorough knowledge of the practices, procedures, standards, and regulations regarding emergency medical service at the local, state, and federal level.
- Thorough knowledge of the laws, regulations and policies governing emergency medical care.
- Knowledge of hazardous chemicals and the ability to identify various hazardous situations.
- Knowledge of extrication techniques, extrication tools/equipment, and of ropes/knots used for various types of rescues.
- Skill in use of emergency medical equipment, emergency vehicles, and emergency communications systems. Skill in the maintenance and related safety practices of same.
- Thorough knowledge of the geographical layout of the county and state including political subdivisions, location of streets, important buildings and other landmarks.
- Thorough knowledge of E-911 Communication Center's procedures.
- Considerable knowledge of the principles of supervision, organization, and administration.
- Considerable knowledge of the standard procedures of the Emergency Services Department.
- Ability to operate common office equipment, including popular computer-driven word processing, spreadsheet and file maintenance programs.
- Ability to use and maintain emergency services equipment.
- Ability to operate a two-way radio.
- Ability to respond quickly and calmly to emergency situations, and to adopt effective courses of action.
- Ability to supervise and lead subordinates.
- Ability to analyze and interpret policy and procedural guidelines, and to formulate, develop and present recommendations to resolve problems and questions.
- Ability to exercise tact and courtesy in frequent contact with county and other public officials of various levels of authority and influence, media representatives and the general public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to maintain readiness to work on a 24 hour on call basis.

### **ADDITIONAL JOB FUNCTIONS**

- Maintains cleanliness and performs minor maintenance of Emergency Medical Service facilities.
- Prepares incident reports and copies of call charges for billing.
- Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

- Graduation from high school or GED supplemented by EMT-Paramedic certification, and 1 to 2 years of experience in emergency medical service work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.
- Valid North Carolina Driver's License.
- Must be current on AHA CPR

### **SPECIAL REQUIREMENTS**

- Certification by the North Carolina Medical Examiners Board as an Emergency Medical Technician - Paramedic.
- Completion of course work and/or certification as determined necessary by the Emergency Medical Services-Manager.
- Possession of a valid North Carolina driver's license.

### **MINIMUM STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including computers, calculators, two-way radios, EMS tools, including defibrillators and extrication equipment, etc. Must be physically able to operate motor vehicles, including ambulances, cars, and trucks. Requires the ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Requires the ability to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Must be able to lift in excess of 200 or more pounds with a partner. Physical demand requirements are those for medium to heavy work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments, or directions to subordinates, as well as receiving instructions, assignments, or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, invoices, budget statements, handbooks, manuals, procedures, statutes, guidelines, maps, minutes, etc. Requires the ability to prepare correspondence, reports, forms, budgets, guidelines,

purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including accounting, personnel, medical and legal terminology and emergency response codes.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; to multiply and divide; to calculate decimals and percentages; to interpret graphs; to perform statistical calculations which include frequency distributions, reliability and validity of tests, correlation techniques, factor analysis, and econometrics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office and equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office and EMS equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

**Physical Communications:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. (Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

**I have read and understand the nature of this position and the required duties described. I understand this is not an exhaustive list of duties that may be asked of me in this position. I am capable and willing to perform these duties.**

**This position is designated safety-sensitive and is subject to random drug screening.**

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For Official Use Only:

Additional Pre-Employment Screenings Required	X	Driving Record Check
	<input type="checkbox"/>	Credit/Civil Records Check