



Job Description – Transportation Services EMT

Position Summary:

Under the Assistant Chief of Transportation Services, the Transportation Services EMT responds to emergency requests, provides emergency medical care, provides basic life support (BLS) as needed, and transports sick or injured persons to the appropriate medical facility in accordance with all applicable laws, regulations, and Superstition Fire & Medical Districts (SFMD) directives and policies.

This position is designated as classified and is non-exempt. The Transportation Services EMT works a 48/96 schedule with a 56-hour work-week.

Essential Functions:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Respond to emergency calls calmly, efficiently, and promptly in accordance with SFMD's policies;
- Meet and exceed CON response time guidelines;
- Administer life support to patients at the scene, enroute to the hospital, and in a pre-hospital setting in accordance with federal, state, and local laws, regulations and standards;
- Operate and drive an ambulance with regard to state and agency safety policies.
- Comply with all protocols for treatment and transportation of the sick and injured as defined by SFMD, local, and state protocols;
- Communicate with professional medical personnel and treatment facilities to obtain instructions regarding further treatment and/or to arrange reception of patients to the appropriate center;
- Complete patient care forms, insurance forms, evaluation forms, billing forms, and any other forms in a competent and timely fashion. Turn in appropriate documents prior to leaving duty;
- Monitor and respond on communication equipment to maintain contact with the dispatcher and other emergency personnel;
- Adhere to all Fire District policies and procedures;
- Maintain a safe and healthy workplace in accordance with all appropriate OSHA standards, company policies, and local standard operating procedures.
- Assure that all certifications, licenses, and registrations are up-to-date; and are on file with the Training Division;
- Maintain a clean, professional appearance. Conduct yourselves in a helpful, dignified, responsive, and professional manner at all times when dealing with patients, co-workers, supervisors, and/or the public;

Knowledge, Skills, and Abilities:

Knowledge of:

- Departmental policies, rules and instructions for firefighting and rescue activities.
- Emergency Medical Technician basic life support procedures and paramedic support procedures.
- Basic mathematical and science skills.
- Principles and practices of safe motor vehicle operation and maintenance.
- The Apache Junction and surrounding communities' road network.
- Microsoft Office products and other relevant technologies.

Ability to:

- Think and act quickly and effectively in emergencies.
- Deal effectively with people under stressful situations.
- Read maps and provide travel directions.
- Select and use appropriate equipment and apparatus for emergency situations.
- Understand and follow oral and written directions promptly and accurately.
- Provide superior customer service for both internal and external customers.
- Make mathematical calculations.
- Establish and maintain effective working relationships with co-workers, supervisors and the general public.
- Assure that all certifications, licenses, and registrations are up-to-date; and are on file with the Training Division;
- Maintain a clean, professional appearance. Conduct yourselves in a helpful, dignified, responsive, and professional manner at all times when dealing with patients, co-workers, supervisors, and/or the public;
- Perform other duties as assigned, including those specific to the local operation.

Required Training and Experience:

- A minimum of 18 years of age with a high school diploma or GED equivalent

Licensing, Certifications, and other Requirements:

It is the responsibility of the employee to acquire and maintain the following licenses and certifications. (SFMD will provide ongoing Continuing Education classes after hire)

- Current State Driver's License in good standing
- Current Arizona Department of Health Services (AZDHS) EMT Certification
- Current Cardiopulmonary Resuscitation Certification (CPR) from the American Heart Association (AHA)
- Must not be on the Office of Inspector General (OIG) list of Excluded Individuals/Entities (LEIE)

Work Environment / Physical Demands

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position or that an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly works in outside weather and is regularly exposed to wet or dry conditions, extreme cold, and extreme heat;
- Works in field environment that is subject to infectious diseases and other hazards;
- Physical demands including walking, twisting, stooping, standing, squatting, pushing, pulling, lifting, dragging, and carrying up to 150 lbs.

- Works near moving mechanical parts and is occasionally exposed to fumes or airborne particles (potential exposure to communicable diseases, blood-borne and airborne pathogens), toxic or caustic chemicals, risk of electrical shock, risk of radiation, and vibration;
- Exposure to loud noise at times;
- Working in high-stress situations;
- Possible involvement in potentially dangerous situations (i.e., violent patients, crime scenes)
- May work irregular schedule/hours.

EQUAL EMPLOYMENT OPPORTUNITY:

SFMD is committed to creating a diverse environment and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status (ARS 41-1463). Additionally, this position 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 position change.

When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. Please contact Human Resources to request an accommodation. Persons with a disability may request a reasonable accommodation by contacting the HR Manager at (480) 982-4440 X132. Requests should be made 24 hours in advance or as early as possible to allow time to arrange the accommodation.