



## Transportation Services EMT Job Description

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<b>Job Title:</b>	Transportation Services EMT	<b>Department:</b>	Civilian
<b>Salary Range:</b>	\$11.40-\$15.27 hourly	<b>FLSA Class:</b>	Non-Exempt

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(Plus \$2 hourly shift differential when on 42-hour schedule)

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### Position Summary:

Under the Transportation Services Manager, 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.

### 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.*

- Responding to emergency calls calmly, efficiently and promptly in accordance with SFMD's policies;
- Meeting and exceeding CON response time guidelines;
- Administering advanced 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;
- Communicating with professional medical personnel and treatment facilities to obtain instructions regarding further treatment and/ or to arrange reception of patients to the appropriate center;
- Completing patient care forms, insurance forms, evaluation forms, billing forms, and any other forms in a competent and timely fashion. Turns in appropriate documents prior to leaving duty;
- Monitoring and responding on communication equipment to maintain contact with the dispatcher and other emergency personnel;
- Modified schedule with an average of 42-hour work weeks:12-hour shifts working 3 days one week and 4 days the next week; the Paramedic's assigned work shift schedule may vary and the EMT should be available to serve as a driver, attendant or stand-by employee and to respond

immediately for a call during the assigned work period, and the start and shift times may vary due to the nature of the business;

- Adheres 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.

### **Knowledge, Skills, and Abilities:**

- 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 themselves 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. Regular attendance consistent with scheduled hours.
- 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.

### **Required Training and Experience:**

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)

*This job specification should not be construed to imply that these requirements are exclusive standards for the assignment. Incumbents will follow any other instructions, and perform any other related duties as may be required by supervisory personnel. Performance of other essential functions may depend upon work location, assignment and/or shift.*