



REDMOND FIRE & RESCUE

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JOB DESCRIPTION

POSITION TITLE: Emergency Medical Technician (EMT)—Part Time
FLSA STATUS: Non-Exempt
EMPLOYEE GROUP: Non-Represented
WAGE: \$13.00/Hour

PURPOSE OF POSITION:

Under general supervision, this non-represented position provides basic emergency and non-emergency medical care and transport of the ill and injured as an Emergency Medical Technician (EMT).

To play an essential role in the process of fulfilling Redmond Fire & Rescue's Vision and Mission by maintaining a professional level of training, education, skills and attitude.

ESSENTIAL JOB FUNCTIONS:

*The following essential functions are listed in no particular order of importance. Duties and responsibilities **ARE NOT** intended to serve as a comprehensive or all-inclusive list performed by all employees in this classification. The list is intended to provide a representative summary of essential functions, duties and responsibilities. Incumbent(s) may not be required to perform all essential functions, duties and responsibilities listed and may be required to perform additional, position-specific duties.*

Responds to emergency and non-emergency medical calls and provides basic life support services;

Safely operates an emergency vehicle to and from the scene of an emergency;

Monitors a radio and operates communication equipment;

Provides emergency medical care to the ill and injured within the scope of an EMT and in accordance with established policies, procedures, and protocols;

Transports patients to hospital emergency rooms or other locations;

Obtains and records patients' vital signs and circumstances of the emergency;

Prepares reports of incidents for billing and other record keeping purposes;

Maintains medical information in a confidential manner subject to the Health Insurance Portability and Accountability Act (HIPAA);

Participates in EMS training and public education activities;

Participates in station and EMS equipment maintenance activities;

Keeps abreast of and follows department rules, regulations, procedures, and other training and job related material;

Works under direct and indirect supervision of a physician advisor;

Assumes responsibility for ensuring the duties of this position are performed in a safe and efficient manner;

Practices and maintains personal safety. Complies with safety requirements of the position and actively promotes safe work practices; safely operates a variety of vehicles and equipment;

Participates in voluntary and mandatory staffing callbacks, and mandatory training;

Maintains a clean, professional appearance while maintaining a courteous, professional, and ethical behavior while working cooperatively with other members of the health care system, co-workers, and the public;

Practices only within the EMT scope of practice approved by physician advisor; maintains a current Oregon EMT license.

Reports all problems and unusual occurrences immediately to the Battalion Chief or Captain;

Provide assistance, training and instruction to paid and volunteer firefighters or EMT's, students, interns and the public on subjects relating to emergency medical services including CPR, first aid, and basic life support techniques.

Respond to emergencies involving hazardous materials.

Maintains fire district equipment and grounds including routine housekeeping and maintenance duties, and grounds maintenance

Provides fire station tours and information to visitors; assists public by answering questions and addressing concerns.

May serve on committees.

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.

Performs related work as required.

Knowledge, Skills, & Abilities:

Knowledge of:

- Oregon Vehicle Code;
- EMS procedures and equipment;
- EMT practices, procedures, and protocols;
- Bilingual abilities (speak, read and write) in languages spoken in the community highly desirable.

Ability to:

- Commit to a minimum of 24 hours per week;
- Work required shift(s), including weekends, holidays, and overtime as requested;
- Communicate clearly and concisely on a radio;
- Effectively provide customer service to the public and internal District employees;
- Establish and maintain effective working relationships with fellow employees;
- Work cooperatively with others and deal tactfully with the public;
- Handle a high volume of emergency calls with tact and good judgment;
- Lift and carry heavy objects, as well as move and transport patients;
- Operate a computer and utilize department software programs;
- Perform competently under pressure in stressful situations;
- Read maps and learn District geography and street layout;
- Read, write legibly, and comprehend directions and instructions in English, both orally and in writing;
- Resolve interpersonal conflicts;
- Safely and effectively operate an emergency vehicle under normal and emergency response conditions;
- Speak before groups and effectively present materials or information.

JOB QUALIFICATION REQUIREMENTS

Mandatory Requirements:

High school diploma or GED; Possess and maintain an Oregon EMT License. Basic Cardiac Life Support (BLS) certification. Possession of an Oregon driver's license *within 30 days of hire*. The ideal candidate will have a strong EMS background; have and maintain a high level of physical fitness and the desire to assist RF&R achieve our mission.

Special Requirements/Licenses:

Possession of, or required to obtain a valid Oregon drivers license within 30 days of hire. Must have a safe driving record. Must be insurable under District's insurance provider. Must successfully pass a drug screen and background check.

Desirable Requirements:

Associates degree in Fire Science or Emergency Medical Services;

SUPERVISION RECEIVED:

Work under the direct supervision of an officer who assigns work details and reviews work for conformance to policy; receive indirect medical program supervision from the EMS Division Chief and the Physician Advisor.

SUPERVISORY RESPONSIBILITIES:

Supervision is not a normal responsibility, but the incumbent may be assigned duties that require providing some supervision. Examples are: medical triage, treatment, and transportation of multiple patients; directing lesser-certified/licensed personnel at the scene of a medical emergency when tasks are directly related to patient care.

PHYSICAL REQUIREMENTS:

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 job functions.

- Must be able to successfully pass Physical Agility Test;
- Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times;
- Must be able to lift, drag, hoist, and carry different types of equipment and other objects;
- Ability to perform the essential functions of the position in a station/office environment or in the field, in emergency and non-emergency situations, where there are significant health and safety hazards; and
- Must be at least 18 years of age.
- While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. Strenuous physical exertion is usually necessary.
- The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 200 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Computers, including word processing, data base and Internet; calculator, telephone, two-way radio, pagers, copy machine and fax machine. This position requires use of District vehicles and technical emergency response equipment.

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 job functions.

Work is performed in office, vehicle and outdoor settings in all weather conditions, including temperature extremes, during day and night hours. Work is often performed at emergencies, under stressful conditions. The employee is exposed to hazards associated with fighting fires and rendering emergency medical assistance during emergencies involving smoke, noxious odors and hazardous material

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts, is placed in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and may work with toxic or caustic chemicals. May be placed in an environment where there is a risk of electrical shock, and may experience vibration. The employee may also be placed in high heat environments. Will also work in a station office environment.

The noise level in the office environment is quiet and usually moderate in the field environment. Except during certain firefighting or rescue activities when noise levels may be high.

Employees in this position are required to work in areas or around equipment which may meet or exceed the OSHA Hearing Conservation sound level. Employees in this position will participate in the District Hearing Conservation Program.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Fire Chief

Date

ADOPTED: