

## JOB DESCRIPTION

**Title:** EMT **Department:** EMS

**Schedule:** Full-Time or Part-Time

**Grade:** 20 **FLSA:** Non-Exempt

**POSITION SUMMARY:** This is a non-supervisory position in the EMS department. Duties include but are not limited to: the daily inspection, maintenance and daily check of medical kits, and cleanliness of ambulance and station. Performs basic life support skills in accordance with patient treatment protocols as scheduled. Has daily contact with the public requiring the utmost tact and courtesy. Required to make instantaneous decisions on patient care issues requiring mature judgement and knowledge. Required to attend mandatory training both on and off duty to maintain skills and learn new information. Also, any and all tasks and duties as directed by the EMS Supervisor.

Part-time EMTs are PRN.

### **ORGANIZATIONAL RELATIONSHIPS:**

1. **REPORTS TO:** EMS Supervisor
2. **DIRECTS:** None
3. **OTHER:** Works closely with all customers and employees of the EMS Department. Has contact with patients and medical facilities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responds to 911 calls and provides emergency medical care and life-saving treatments. May require supervision or guidance from Paramedic.
- Performs a daily inspection of all emergency vehicles.
- Maintains cleanliness of vehicles, inside and out. Cleanliness of station, office, and living quarters inside and out.
- Ensures all equipment is ready to be used at anytime to include but not limited to ambulances, monitors, stretchers and radios.
- Performs daily inspections of all medical supplies and equipment in the ambulances and station, replacing when necessary.
- Replaces oxygen cylinders as needed.
- Responsible for completing all required Agency and patient care reports and documentation.
- Attends meeting as required.
- Performs other administrative type duties as may be requested by the Supervisory staff.

**EDUCATION, WORK EXPERIENCE, CERTIFICATIONS AND LICENSES REQUIRED:**

- A High School Degree or GED equivalent is required.
- One or more years in a 911 EMS system is preferred.
- Current certification as a State of Texas Emergency Medical Technician (EMT) is required.
- PHTLS, PALS/PEPP, CRP certifications preferred.
- The ability to obtain a valid Texas Class “C” Driver’s License is required.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND TRAINING:**

- Knowledge of the information and techniques needed to diagnose and treat human injury, illness and disease.
- Superior ability to function professionally and calmly during periods of extreme stress.
- Ability to speak and write the English language.

**PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

The EMT will continuously and frequently lift, carry, pull, and push 100+ lbs. The EMT will be required to frequently stand, walk, sit, and work on irregular surfaces. The EMT will occasionally run, climb ladders and work at elevations greater than 12 ft. The EMT be required to continuously and frequently bend/stoop, squat, twist, reach above shoulders, to crawl, to kneel, climb stairs, ramps, work on rough terrains, and work at elevations up to 12 ft.

**Valid TX Driver’s License Required:**       Yes  No

If required, state reason why: This position requires the employee to drive to complete their job functions.

## CITY OF SCHERTZ JOB PHYSICAL REQUIREMENTS

**POSITION JOB TITLE:** EMT  
**DEPARTMENT:** EMS

REQUIREMENTS	NONE AT THIS TIME	OCCASIONALLY (0% - 30%)	FREQUENTLY 31% - 60%	CONTINUOUSLY (61% - 100%)
<b>LIFING OR CARRYING</b>				
0-10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11-25 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
26-50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
51-100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
100 + lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>PUSHING OR PULLING</b>				
0-10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11-25 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
26-50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
51-100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
100 + lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>BODY POSITIONS</b>				
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Running	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work on irregular surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>BODILY MOVEMENTS:</b>				
Bending/Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Reaching Above:</b>				
Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CLIMBING:</b>				
Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ladders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ramps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Scaffolds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rough Terrain	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Utility Poles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>WORK AT ELEVATIONS</b>				
Up to 4 ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4 ft. - 12 ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Greater than 12 ft	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CITY OF SCHERTZ  
JOB PHYSICAL REQUIREMENTS**

**POSITION JOB TITLE:** EMT  
**DEPARTMENT:** EMS

**JOB-SPECIFIC HEARING REQUIREMENTS:**

Ability to hear ordinary conversational tones by telephone, radio and in person. Audio enhancement will be allowed.

**JOB-SPECIFIC SIGHT REQUIREMENTS:**

Sight required with correction to enable vision of 20/20.

**JOB-SPECIFIC COMMUNICATIONS REQUIREMENTS (Written and Oral):**

Ability to read/write the English language. Ability to enunciate clearly the English language. Ability to comprehend written or oral word. Ability to speak in a normal voice

**OTHER PHYSICAL JOB-SPECIFIC REQUIREMENTS**

(Fingers, Feet, Arms, Legs):

Manual dexterity sufficient to perform all EMT skills within in appropriate time-frames.

I have reviewed this job description and find it to be an accurate description of the demands of this position.

<b>Name of Employee (Print)</b>	<b>Signature of Employee</b>	<b>Date</b>

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned to this position. This job description is subject to change as the needs and requirements of the job change.