

CITY OF BERLIN
POSITION DESCRIPTION
FOR
EMERGENCY MEDICAL TECHNICIAN; AEMT

DEPARTMENT:	Public Safety
DIVISION:	Ambulance Service - EMS
SUPERVISORS:	EMS Director, Assistant Director, and Training Officer
SHIFT/HOURS:	As Needed. Volunteer Basis
CATEGORY:	One (1)
SALARY SCALE:	As determined by Council

JOB SUMMARY

The Emergency Medical Technician (EMT/AEMT) renders emergency medical care to sick, disabled or injured individuals based on signs, symptoms or complaints prior to the individual's hospitalization or while transporting the individual between health care facilities. Care is limited to the use of knowledge, skills and techniques received from EMT/AEMT training.

ESSENTIAL JOB FUNCTIONS

- (1) May be required to drive a licensed ambulance to the scene where services have been requested, and from the scene to a destination.
- (2) Renders emergency medical care to sick, disabled or injured individual(s) based on signs, symptoms or complaints.
- (3) Communicates via two-way radio with dispatch and the transport hospital unless a malfunction then via cellular phone.
- (4) Follows Berlin Emergency Medical Service (BEMS) protocols, policies and procedures.
- (5) Assists in the transporting of a patient(s) with patient movement devices.
- (6) Completes run report forms including documenting the care provided for the patient within 24 hours of the call.
- (7) Inspects the ambulance before and after calls for compliance with safety regulations. Ambulance checks are to be done before 1200 every day by all crew members on call.
- (8) Participates in cleaning, restocking and disinfecting after each call.
- (9) Performs other duties as requested or required by the EMS Director.

ADDITIONAL FUNCTIONS FOR CREW LEADER

- (1) Assures that each run sheet is filled out with all the required information within 24 hours.
- (2) Assures that the ambulance is cleaned, restocked and ready after each call.
- (3) Assures that the battery on the Defib unit is changed after each use.
- (4) Notifies Management of any deficiencies regarding maintenance, equipment or supplies.
- (5) Assures all medical release forms are signed when applicable.
- (6) Directs the crewmembers as appropriate.
- (7) Assures that the BEMS Policies, Procedures and Protocols are followed on each run.
- (8) Assesses the need for additional services and makes the appropriate requests.
- (9) Notifies management immediately of any unusual circumstances including, but not limited to, accidents, mechanical problems and patient transport delays.

PHYSICAL DEMANDS

- (1) Must be able to lift a minimum of 50 pounds.
- (2) Must be able to function on call with no limitations or restrictions.
- (3) Must be able to stand, walk, run, sit, stoop, kneel, crouch, climb, balance, bend or twist, reach, push, pull, talk, hear and see as required by the nature of the call.
- (4) Must be able to perform strenuous or peak physical effort during an emergency for prolonged periods of time.

ENVIRONMENTAL & WORKING CONDITIONS

- (1) Protection from weather conditions while inside during a call.
- (2) Protection from weather conditions while outside during a call is not always available.
- (3) Hazards encountered when treating an individual while on a call include, but are not limited to, blood borne and air borne pathogens, mechanical hazards, fast moving vehicles, burns and other hazards.

- (4) Certain situations may be physically restricting for the EMT/AEMT.

SKILLS AND QUALIFICATIONS

- (1) Working knowledge of driver safety.
- (2) Working knowledge of emergency care.
- (3) Possess effective communication, oral and written skills.
- (4) Ability to understand and follow work rules.
- (5) Read, write, add, and subtract simple math equations.
- (6) Ability to administer IV fluids and an IV pump, if so licensed.
- (7) Ability to insert a king tube.
- (8) Ability to operate the Zoll monitor in the AED mode.
- (9) Ability to administer IM and SQ injections.
- (10) Possess working knowledge of all equipment pertinent to BEMS.
- (11) Knowledge of all rules, regulations and policies related to BEMS.

EDUCATION/LICENSE/CERTIFICATION REQUIREMENTS

- (1) Possess, at a minimum, a current Wisconsin EMT-B/AEMT license.
- (2) Possess and maintain a current BLS Healthcare Provider license.
- (3) Maintain training and certification for Defib, combitube, and new advanced skills.
- (4) Must have a valid drivers license.
- (5) Each member is responsible to maintain his or her Wisconsin EMT/AEMT license.
- (6) Required to attend, at a minimum, 2/3 of all business meeting/training meetings yearly.

SPECIAL REQUIREMENTS

- (1) Must be at least 18 years old.

- (2) Must not have an arrest or conviction records.
- (3) Must attend at least one (1) outside function yearly, such as the bike rodeo, football game standbys, recruitment drives, ambulance cleaning day, 4th of July, etc.
- (4) Must abide by the uniform policy of BEMS. Members must wear their uniforms on every call and at all outside functions.
- (5) Must abide by the BEMS “Code of Conduct”.
- (6) Have knowledge of and abide by all rules, regulations and policies related to BEMS.

BEHAVIOR AND ATTITUDE

The mission philosophy of Berlin Emergency Medical Service requires this position to be performed in both a professional and personable manner. The manner in which the employee relates to fellow employees and patients is considered equal in importance to technical knowledge and ability. Respect and consideration given to the dignity of each patient and fellow employees is a requisite of successful job performance. In addition, confidentiality of the City’s business must be maintained and all HIPPA law requirements adhered to.

This job description is subject to change as the needs of the BEMS and requirements of the job change.