

CITY OF BERLIN  
POSITION DESCRIPTION  
FOR  
**EMERGENCY MEDICAL TECHNICIAN PARAMEDIC**

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

**JOB SUMMARY**

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

**DUTIES AND RESPONSIBILITIES**

- (1) Assumes the responsibility of the Crew Chief of the staffed ambulance you are on.
- (2) Drives a licensed ambulance to the scene where services have been requested and from the scene to a destination.
- (3) Renders emergency medical care to sick, disabled or injured individuals based on signs, symptoms or complaints.
- (4) Communicates via two-way radio or cellular phone with dispatch and the transport facility.
- (5) Follows BEMS paramedic protocols, policies and procedures.
- (6) Assists in the transporting of a patient(s) with patient moving devices.
- (7) Completes run report forms including documenting the care provided for the patient with in 24 hours of the call.
- (8) Inspects the ambulance before and after calls for compliance with safety regulations.
- (9) Participates with cleaning, restocking and disinfecting equipment after each call.
- (10) Performs other duties as requested or required by the EMS Director.

(11) **C. PHYSICAL DEMANDS**

09/27/2017

- (12) Must be able to lift a minimum of 50 pounds.
- (13) Must be able to function on call with no limitations or restrictions.
- (14) 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.
- (15) Must be able to perform strenuous or peak physical effort during an emergency for prolonged periods of time.

**(16) D. ENVIRONMENTAL AND WORKING CONDITIONS**

- (17) Protection from weather conditions while inside during a call.
- (18) Protection from weather conditions while outside during a call is not always available.
- (19) Hazards encountered when treating an individual while on a call include, but are not limited to, bloodborne and airborne pathogens, mechanical hazards, fast moving vehicles, burns and other hazards.
- (20) Certain situations may be physically restricting for the EMT.

**(21) E. KNOWLEDGE AND SKILLS REQUIRED**

- (22) Working knowledge of driver safety.
- (23) Working knowledge of emergency care.
- (24) Possess effective communication, oral and written skills.
- (25) Ability to understand and follow work rules.
- (26) Read, write, add, subtract and simple math equations.
- (27) Ability to administer IV fluids, if so licensed.
- (28) Ability to insert a King Tube.
- (29) Ability to operate a Zoll monitor.
- (30) Ability to administer IM and SQ injections.
- (31) Possess working knowledge of all equipment pertinent to BEMS.
- (32) Knowledge of all rules, regulations and policies related to BEMS.

**(33) F. EDUCATION/LICENSE/CERTIFICATION REQUIREMENTS**

- (34) Possess, at a minimum, a current Wisconsin EMT- Paramedic.
- (35) Possess and maintain a current ACLS Healthcare Provider license.
- (36) Maintain training and certification for licensure and advanced skills.
- (37) Must have a valid drivers license.
- (38) Each member is responsible to maintain their Wisconsin EMT license.
- (39) Required to attend, at a minimum, 2/3 of all business meetings/trainings

yearly to have your bi-annual refresher provided for you.

**(40) G. SPECIAL REQUIREMENTS**

- (41) Must be at least 18 years old.
- (42) Must not have an arrest or conviction record.
- (43) Must attend at least one outside function yearly, such as the bike rodeo, football game standbys, recruitment drives, ambulance cleaning day, 4<sup>th</sup> of July, etc.
- (44) Must abide by the uniform policy of BEMS. Members must wear their uniforms on every call and at all outside functions, including name badges.
- (45) Must abide by the BEMS “Code of Conduct”.
- (46) Must abide by all HIPAA Regulations.

**H. BEHAVIOR AND ATTITUDE**

The mission and 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 employee is a requisite of successful job performance. In addition, confidentiality of the City’s business must be maintained.

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

09/27/2017