

FINAL
JOB CLASSIFICATION/POSITION DESCRIPTION
EMERGENCY MEDICAL TECHNICIAN – SF1028
11/15/2019

General Statement of Duties

Within established department protocol, medical direction, and state protocol, provides basic life support to patients who are ill and/or injured. Transfers patient to ambulance for transport, assesses the extent of an illness or injury and communicates status to responding Advanced Life Support personnel. Performs testing of emergency equipment and maintains supplies. Monitors and communicates with 911 communications center.

Distinguishing Characteristics

Emergency Medical Technician has the emergency skills to provide basic lifesaving interventions with minimal equipment and functions as part of a comprehensive emergency medical services (EMS) response.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received & Quality Review

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction.

Work product is subject to continual review.

Interpersonal Communication & Purpose

Contacts with people under stress or emergency conditions where an immediate service is rendered according to established procedures or instructions.

Level of Supervision Exercised

By position, performs lead work.

Essential Duties

Responds to emergency medical service calls, providing basic patient care, within nationally recognized response time standards. Assesses condition of patient determining nature and extent of illness, gathers information about patient, and provides support for paramedics. Controls an emergency scene to protect and secure the scene. Able to function in unpredictable and changing circumstances.

Performs regular maintenance and inspects and maintains all tools and other equipment on a regular basis. Attends morning roll calls or shift debriefing sessions. Performs daily and other regularly scheduled housework and other general maintenance activities Participates in daily and other regularly scheduled training activities to develop and maintain proficiency. Attends classes, reads and studies course materials. Answers phones or interacts with the public in the course of non-emergency situations.

Interacts with the public in various domains such as community events, fire station visits, emergency scene operations, and routine service calls (e.g., shoveling snow for the elderly, assistance or 'lift' calls, etc.). Interacts with public in a respectful way, showing tact, diplomacy, and concern for well-being. Communicates with superiors and co-workers at the scene of an emergency; takes orders, advises of conditions, requests assistance, and exchanges information necessary to perform the work. Maintains effective relations with supervisors and co-workers to ensure smooth operations and a productive work environment.

Enters data into computers and otherwise documents information in medical reports and other reports following HIPAA guidelines.

Competencies

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Human Relations/Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations. Ability to relate to others in a manner that maximizes respect, trust and confidence.

Listening Comprehension - Ability to determine the intended message via verbal information, including messages transmitted through electronic equipment (e.g., radios, intercoms, etc.).

Spatial Location Skills - Ensure recognition of ones' direction when necessary, such as trying to determine exit routes in smoky buildings; having a good sense of direction.

Verbal Communication - Clearly and concisely articulates thoughts and opinions so others are able to understand.

Problem Solving - Correctly defines a problem and solves it given varied amounts of information, assesses a situation and determines a course of action for accomplishing the desired goal.

Reading Comprehension - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Writing - Ability to write in a clear, concise, organized, and convincing manner; knowledge of the correct spelling of words; knowledge of grammar and punctuation rules.

Time Management - Uses work time efficiently so all required tasks and projects are completed within a reasonable and appropriate amount of time.

Stress Management - Ability to remain calm in stressful situations; ability to maintain emotional control; perform under unpleasant circumstances or in traumatic situations; having mental toughness; accomplishing difficult things despite any obstacles that may be encountered; ability to work under stressful conditions; ability to handle critical decision-making under life threatening conditions.

Judgment - Ability to use common sense before taking a course of action; ability to use sound judgement prior to acting; ability to use good judgment in stressful situations.

Learning, Recall & Application - Ability to learn and perform evolutions learned during training; ability to learn and apply knowledge obtained from written study materials; ability to listen to lectures during training, recall the information, and apply the knowledge.

Initiative - Ability to take initiative to seek opportunities to serve, volunteering and stepping up to do things over and above what is expected; being self-motivated; ability to work with little or no supervision.

Resourcefulness - Coming up with alternative courses of action; ability to think of creative ways to serve the public.

Spatial Orientation - Ability to determine the best route to a call to decrease response time; ability to assess navigational problems.

Knowledge & Skills

Knowledge of first aid procedures

Knowledge of CPR

Knowledge of blood borne pathogens

Knowledge of medical protocol

Knowledge of emergency procedures and procedures for unusual events

Knowledge of radio codes and procedures

Knowledge of department rules, regulations, operating procedures, and Mayor's Executive Orders

Knowledge of street layouts within a district/city used in responding to EMS calls

Familiarity with Denver Metro EMS protocols

Hazmat Awareness training

Education Requirement

Graduation from high school or the possession of a General Equivalency Diploma (GED)

Experience Requirement

Currently employed in an EMS system that provides 911 emergency medical care in an urban area or if not currently employed in an EMS system, at least 1-year experience (within the past twenty-four months) in a 911 EMS system that provides 911 emergency medical care in an urban area.

Education & Experience Equivalency

None

Licensure & Certification (Required by Position)

1. A valid Drivers License at time of application; must be able to obtain a Colorado Drivers License within six months
2. Current Basic Life Support Provider - CPR Certification
3. Current Colorado Emergency Medical Technician (EMT-B); or
Current Paramedic (EMT-P); or
Current National Registry (NREMT) Certification

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Performs emergency care

40-hour work week

Work at a fire house that is shared with other members of a company

Could be subjected to contamination by infectious disease, exposed to hazardous substances through inhalation, ingestion, or other absorption

Perform physically demanding tasks under extreme fluctuations in temperature

Avoid and protect against high noise levels when riding in emergency vehicles

Work on or around moving machinery or equipment

Withstand strong vibrations (e.g., riding in emergency vehicles or operating power tools)

Perform in wet, slippery, muddy, or icy areas

Contact with patients under wide variety of circumstances

Potential exposure to patient elements

Subject to varying and unpredictable situations
Handles emergency or crisis situations
Potential exposure to odors
Subject to many interruptions
Pressure due to multiple calls and inquiries of a patient

Level of Physical Demand

4-Heavy (50-100 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.)

Lift and move a medical Prahm from the scene to an ambulance
Carry medical kits and equipment to and from an emergency scene
Standing: remaining on one's feet in an upright position
Walking: moving about on foot
Sitting: remaining in the normal seated position
Carrying: transporting an object, usually by hand, arm, or shoulder
Pushing: exerting force upon an object so that the object is away
Pulling: exerting force on an object so that it is moving to the person
Climbing: ascending or descending objects usually with hands/feet
Balancing: maintaining body equilibrium to prevent falling over
Stooping: bending the body by bending spine at the waist
Kneeling: bending legs to come to rest on one or both knees
Crouching: bending body downward and forward by bending legs
Reaching: extending the hand(s) and arm(s) in any direction
Handling: seizing, holding, grasping, or otherwise working with hands
Fingering: picking, pinching, or otherwise working with fingers
Feeling: perceiving attributes of objects by means of skin receptors
Talking: expressing or exchanging ideas by means of spoken words
Hearing: perceiving the nature of sounds by the ear
Repetitive motions: making frequent movements with a part of the body
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another
Ability to see clearly at 20 feet or more
Ability to see clearly at 20 inches or less
Depth Perception: ability to judge distance and space relationships
Field of Vision: ability to see peripherally
Accommodation: ability to adjust vision to bring objects into focus
Maintain physical fitness necessary to perform demanding physical requirements described above.

Background Check Requirement

Comprehensive Background Check including, but not limited to:
Criminal Check
Employment Verification
By position, Motor Vehicle Record and Licenses/Certifications

Assessment Requirement

As determined by the Denver Civil Service Commission

Probation Period

For the rank of Emergency Medical Technician in the Denver Fire Department the probationary period shall include a period of 12 months following appointment.

Class Detail

Pay Grade: F050

FLSA Code:

Management Level:

Established Date:

Established By: