

EMS Assistant Tompkins County

Department: Village of Trumansburg

Classification: Competitive

Approved: 9/24 by HB

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

Graduation of high school or equivalent GED and one year experience in the operation of motor vehicles including experience in winter driving conditions.

SPECIAL REQUIREMENTS:

Must be at least 18 years of age

Possession of a valid NYS drivers license at time of application and maintenance of such license throughout duration of employment.

Must be available to work a flexible schedule, including nights, weekends and holidays

Must learn and become an EMT within 12 months of employment.

DISTINGUISHING FEATURES OF THE CLASS:

Employees in this class perform six (6) major functions: (1) Operate emergency vehicles safely and efficiently in accordance with state and federal laws. (2) Transport patients to and from medical facilities. (3) Assist with medical emergencies as necessary. (4) Maintain the cleanliness and functionality of emergency vehicles. (5) Maintain accurate and complete records of vehicle maintenance and patient transports. (6) Participate in continuing education and training to maintain skills and knowledge. Must safely operate a vehicle in accordance with all department and motor vehicle traffic laws and must be alert to client behavior at all times. Incumbents also are responsible for minor vehicle maintenance tasks as well as interacting with vendors for more major vehicle repairs. Maintains accurate records concerning vehicle operation and maintenance, and collection of samples. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Operates emergency vehicles and transports passengers to hospitals.
- Maps out efficient transportation routes;
- Driving Emergency Vehicles: Knowledge of laws, while navigating through traffic and unfamiliar areas.
- Assisting with Medical Emergencies: Assist with medical emergencies as necessary.
- Maintaining Vehicles: Maintaining the cleanliness and functionality of emergency vehicles.
- Documenting Patient Transports: patient's name, medical condition, and destination.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Collaborating with Other EMS Personnel;
- Good knowledge of safe driving practices under all weather conditions;
- Good knowledge of the geographic area served;
- Ability to interact effectively with patients in sensitive manner;
- Ability to remain calm under stressful times;
- Ability to work cooperatively with staff in assisting with patient care;
- Ability to operate large vehicles;
- Ability to maintain accurate written records;
- Dependability, mental alertness and courtesy;
- Physical condition commensurate with the demands of the position.

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