

# **EMERGENCY MEDICAL TECHNICIAN - PART TIME**

## **Tompkins County**

**Department:** Various Agencies Throughout Tompkins County

**Classification:** Competitive

**Labor Grade:** White Collar Grade 9

**Approved:** 0

**Revised:** 05/08/2013

**By:** HB, Deputy Commissioner of Human Resources

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school general equivalency diploma.

### **NOTE:**

Preference in appointment may be given to those with at least three (3) years' working experience.

### **SPECIAL REQUIREMENTS:**

The candidate must possess NYS Department of Health EMT - Basic certification at the time of application and maintain such certification for the duration of employment.

The candidate must possess a valid CPR certification at the time of application and maintain such certification for the duration of employment.

The candidate must possess a valid Class D New York State Driver's License at the time of application and maintain such license for the duration of employment.

The candidate must be in good standing with the NYS Department of Health Bureau of EMS and Central New York EMS Regional Office at the time of appointment and maintain such status for the duration of employment.

### **DISTINGUISHING FEATURES OF THE CLASS:**

An employee in this class shall be certified as an EMT and perform life-saving duties. The Emergency Medical Technician will also assist emergency personnel and be responsible for the safe and efficient operation of an emergency vehicle delivering emergency personnel to the scene and victims to the hospital. An incumbent will be required to safely operate a variety of related emergency services equipment. Knowledge of the operation of a personal computer and associated software is useful. When not driving or assisting emergency personnel on the scene, the employee will perform routine clerical duties including New York State pre-hospital care reports, daily routine maintenance on the emergency services vehicles, associated apparatus, and building and grounds. The incumbent will work under the general direction of the Fire Commissioner (Towns/Villagers) or Department of Emergency Response (Tompkins County) and the direct supervision of Emergency Services Supervisor (Towns and Villages) or EMS Program Manager (Tompkins County). An employee in this class is generally not required to supervise others. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES**

- Operates a specially equipped vehicle responding to medical emergencies and assists emergency services personnel in the provision of basic and advanced life support services;

- Assists emergency services personnel working with accident and other emergency victims with extrication, splinting and immobilization, administration of oxygen, suctioning, insertion of airways, homeostasis, cardiopulmonary resuscitation, emergency childbirth, electrocardiogram monitoring, injections, antishock suit, defibrillation, etc.;
- Applies learned techniques and knowledge to effect the rescue and safety of persons trapped in vehicles, stranded, marooned or endangered by unusual circumstances;
- Keeps records of emergency calls, patient treatment and problems encountered and solutions rendered in the course of duty;
- Maintains the equipment in specially equipped medical emergency vehicles in appropriate operating condition;
- Maintains a medical emergency vehicle in appropriate operating condition;
- Maintains building and grounds as directed;
- Participates in emergency medical training of members of the community as directed;
- Assists with public information and education activities as directed;
- Participates in in-service and external training to keep abreast of the Emergency Services field;
- The employee is expected to maintain a physical condition conducive to the safe and effective performance of the strenuous duties of one who performs life saving efforts;
- Maintains stations, equipment and living quarters in good condition.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of Emergency Medical Technician practices and procedures;
- Good knowledge of, and skill in administering CPR;
- Good knowledge of medical physiology, medical terminology, the assessment and management of medical and trauma emergencies;
- Good powers of observation;
- Working knowledge of the routine maintenance and minor repair of motor vehicles;
- Ability to perform basic EMT duties with good judgment and compassion;
- Ability to accurately document emergency medical calls;
- Ability to operate two-way radio equipment;
- Ability to perform calmly and efficiently in crisis situations;
- Ability to accurately manipulate an alphanumeric computer keyboard and to maintain records and prepare reports;
- Ability to understand and follow oral and written instructions;
- Physical strength adequate to lift and move unconscious patients;
- Ability to operate an assigned vehicle in emergency driving conditions;
- Ability to climb ladders;
- Willingness to work nights, weekends, holidays, and assigned shifts;
- Willingness to work with unpaid volunteers who will be performing the same functions as paid personnel; Willingness to assist in training activities for both paid and volunteer personnel;
- Willingness to maintain vehicles, equipment and quarters in good condition;
- Physical condition commensurate with the demands of the position.
- Ability to work independently.