

TOWN OF BARNES AMBULANCE DEPARTMENT

JOB DESCRIPTIONS – FULL TIME OPERATIONS EMERGENCY MEDICAL TECHNICIAN

I. FULL TIME EMERGENCY MEDICAL TECHNICIAN:

- A. The EMT is responsible for the performance of emergency care as outlined under the Emergency Services Provider License of the Town of Barnes Ambulance Department and its Medical Director and for the performance as a member of the Town of Barnes Fire Department.
- B. The EMT assists in the maintenance and repair of Town of Barnes Ambulance and Fire Department facilities and equipment.
- C. The EMT reports through the normal chain of command during Emergency response, and through Ambulance Director and Town Board in response to assigned daily activities.

II. MINIMUM PREREQUISITES:

- A. Full Time EMT B(asic)
- B. Be at least 18 years of age.
- C. Hold a high school diploma or equivalent.
- D. Hold a valid Wisconsin Driver's license.
- E. Be licensed as a State of Wisconsin EMT
 - a. Within 12 months of hiring successfully complete ENTRY LEVEL FIREFIGHTER CLASS
 - b. Within 12 months hold State of Wisconsin certification as a Driver/Operator – Pumper
- F. Pass an Extensive background investigation, both criminal and personal as determined by the Fire Chief, Ambulance Director and the Town Board and/or their designee.

III. PRINCIPLE ACCOUNTABILITIES:

- A. Performs emergency medical care duties within the scope of their license.
- B. Have a thorough knowledge of, and comply with, all Department Suggested Operating Guidelines (SOG), Policies, Special Orders, other Town or Department policies and procedures, and supervisor's directions and orders.
- C. Be proficient in the use and maintenance of all Fire and Ambulance tools, equipment, emergency medical supplies and vehicles used by the department.
- D. Perform cleaning and maintenance inspection on Fire and Ambulance Department facilities and equipment.
- E. Ensure that all necessary reports and paperwork is completed in a correct and timely manner.
- F. In the absence of an officer, supervise junior personnel in the performance of their duties, both during non-emergency activities, and utilizing the incident command system during emergency incidents.
- G. Participate in department meetings and trainings; includes attending outside classes to enhance skills. Per Diem to be set by Town Board for meetings and trainings outside of normal work hours.
- H. Drive and operate ambulance, fire trucks and other town vehicles, including tractors, lawn mowers and other highway department equipment.
- I. Maintain active effective communications with all levels of the Town operations including the Highway Department and office personnel.
- J. Completes all ambulance inspections and inventories daily. Ensure Ambulance has enough supplies for any emergency. Notifies supervisors of any shortages.

- K. Completes all fire department vehicle inventories weekly to include operating all tools. Notifies supervisors of any shortages or the need to re-stock supplies.
- L. Stay abreast of changes and research advance programs such as potential for Community Paramedic with area hospitals. Offer services to Bayfield County Social Services and area clinics as Community EMT when programs allow citizens access to home health visits.
- M. Assist in maintenance of any Town property which may include lawn mowing, painting, shoveling snow, hauling garbage or other administrative duties as directed by Town Chairman, Ambulance Director, or Town Clerk.
- N. Other duties as assigned by the Ambulance Director.

IV. PHYSICAL ABILITY: The EMT must be able to perform these acts personally.

- A. Stamina –Climb stairs with equipment up multiple flights. Hold charged fire line as well as operate all fire hand tools to include chain saws , K 12 saw and other extrication equipment
- B. Dynamic Flexibility – Perform CPR / Chest Compressions. Climb Ladders and roofs. Crawling on floors and ground in different environment situations.
- C. Static Strength – Lift / carry patient. Drag fire lines charged or uncharged as well as maintaining a charged line during fire operations
- D. Explosive Strength – Run upstairs with equipment. Use hand tools to include axes, shovels, picks, chainsaws and other hand-held equipment used during fire operations.
- E. Dynamic Strength – Climb ladders / stairs in full protective clothing (turnout) with equipment
- F. Trunk Strength – Perform CPR; lift patient. Lift or maneuver other equipment and materials during fire operations.
- G. Speed Limb Movement – Perform CPR; operate / drive ambulances, fire trucks tractors, lawn mowers, ATV's, snowmobiles or other Town owned equipment.
- H. Gross Body Coordination – Climb / descend with patient.
- I. Gross Body Equilibrium – Carry patient down stairs. Stand on ground/ladders with charged lines
- J. Arm-Hand Steadiness – Take BP / pulse; perform CPR; apply traction to limb / neck of patient. Vehicle extrication equipment.
- K. Manual Dexterity – Perform CPR; bandage patient; use bag-valve ventilator; tie knots. Proper ladder usage. Fire hose and equipment operation.
- L. Finger Dexterity – Maintain / open airway; bandage patient; remove object from patient airway with Magill forceps; tie knots, perform infant CPR.
- M. Near Vision – Patient assessment; read manuals.
- N. Far Vision – Drive to an emergency; see addresses.
- O. Visual Color Discrimination – Assess patient.
- P. Hearing – Hear BP.
- Q. Mobility – Get on / off equipment.
- R. Effort – Climb stairs / ladder.

V. ENVIRONMENTAL/WORKING CONDITIONS

- A. Outside workplace environment that is confined.
- B. Exposure to extreme cold, hot and normal temperatures.
- C. Contact with water (including all bodies of water), liquids and chemicals.
- D. Exposure to loud noise with a minimum of 90 decibels and vibrations from tools, equipment, machinery, etc.

- E. Exposure to hazardous conditions such as: mechanical / electrical, chemical, burns, explosives, heights, physical injury, and fast-moving vehicles.
- F. Exposure to atmospheric conditions such as: fumes, gases, noxious odors, dust, poor ventilation.
- G. Exposure to blood borne pathogens: blood on self and clothing from Emergency Medical Service (EMS) related calls and Fire calls.

VI. EQUIPMENT USED:

- A. Calculator, copy machine, computer, fax machine, telephone, two-way radio.
- B. Emergency medical equipment on the ambulance, ambulance cot, stair chair, oxygen, snowmobile, rescue sled, ATV and other ambulance equipment.
- C. Firefighting equipment on fire truck, saws, portable pumps, engine pumps, extrication equipment, fire nozzles and hoses, ladders, portable lights and other firefighting equipment.
- D. Car, truck, van, ambulance, fire trucks, lawn mower, snow blower, tractors.
- E. Hearing and eye protection, firefighting personal protective clothing, self-contained breathing apparatus (SCBA): canister/filter breathing mask.

This description has been prepared to assist in evaluating various classes of responsibilities, skills and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Town of Barnes. The Town retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.