



## CITIZENS AMBULANCE SERVICE

### Employee Job Description

Position: **Full Time EMT**

Reports To: EMS Coordinator

Pay: 1 - Day Rate \$10.30 to 12.17

2 - Daily Overtime \$15.45 to \$18.26

Hours: 12 or 24 hour shifts, Variable Schedule, 48 hours per week.

Qualifications: Completion of secondary education with training and experience as an Emergency Medical Technician. Successful background check, or equivalent combination.

Licensure or Certification Requirements: State of Ohio EMT Certification, Cardiopulmonary Resuscitation Certification, and a valid Ohio drivers license with an acceptable driving record.

Inherently Hazardous or Physically Demanding Working Conditions:  
For purposes of ORC 4167.

Occasional - Exposure to constant or intermittent loud noise; exposure to fumes, noxious odors, dusts, mists, gases and/or poor ventilation; works in proximity to moving and/or mechanical parts; exposure to possible electrical hazards; exposure to toxic, caustic or hazardous substances; works in confined spaces; works in or around trenches, ditches and other excavations; exposure to flammable and/or combustible substances; works in or around crowds; exposure to potentially vicious animals; exposure to fire.

Periodic - Exposure to hot, cold, wet, humid or windy weather conditions; contact with potentially violent or emotionally distraught persons; operates or works in proximity to moving motor vehicles; exposure to bodily waste, tissue or fluids; exposure to hazardous waste; lifting and transporting of obese patients; physically lifting and carrying of patients by use of stair chair / backboard / EMS cot / etc, for distances that could exceed fifty (50) feet or more and up to five (5) stories.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.



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#### Essential Job Responsibilities:

40% (1) Provides emergency medical care, basic life support, and advanced life support while adhering to all applicable state and local laws and Citizens Ambulance Protocols and Standard Operating Guidelines. Including but not limited to: administers medications; operates basic life support equipment; assesses vital signs; controls bleeding; assists childbirth; immobilizes fractures; communicates with patients, families and other emergency personnel to conduct rescue operations; maintains radio communications with hospitals; transports patients to medical facilities; prepares and submits reports and records of treatment, nature of problem and patient identification to hospital personnel as directed by EMS Scope of Practice in the State of Ohio, and Local Protocols.

15% (2) Tests and maintains advanced life support equipment and instruments for proper operation; inventories and restocks drugs and medical supplies; maintains inventory of medical supplies and medications; inspects, cleans and performs maintenance on ambulances; maintains station and grounds.

10% (3) Maintains records and logs of runs and treatments provided; conducts demonstrations and tours for the general public; attends seminars and training to maintain proficiency and certification.

#### Other Duties and Responsibilities:

20% (4) Maintains cleanliness and orderliness of station; sweeps floor, washes dishes, mows lawn around station, shovels snow, washes windows, etc.

15% (5) Assists in other logistical and administrative duties as directed by the EMS Coordinator Including but not limited to employee recruitment, new personnel training and continued education, supply inventory and maintenance,

#### Minimal Acceptable Characteristics: (\* indicates developed after employment)

Knowledge of: (a) organizational policies and procedures\*; (b) emergency medical care procedures; (c) advanced life support methods, procedures and techniques; (d) geographical layout of service area; (e) records preparation and management.



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Skill in: (f) motor vehicle operation; (g) operation of equipment and instruments used in providing advanced life support.

Ability to: (h) recognize symptoms and take appropriate action; (i) exercise sound judgment under stressful conditions; (j) follow detailed oral and written instructions; (k) develop and maintain effective working relationships; (l) communicate effectively; (m) add, subtract, multiply and divide whole numbers; (n) demonstrate ability to lift, push and / or pull up to 125 pounds; (o) operate radio equipment; (p) prepare accurate documentation; (q) custodial methods and techniques; (r) mechanical maintenance; (s) prepare and deliver speeches and presentations; (t) travel to and gain access to worksite.