

# JOB DESCRIPTION

Village of Union City  
An Equal Opportunity Employer

**Title:** EMT-Basic, EMT-Advanced, EMT-Paramedic

**Reports To:** Chief/Captain/Lieutenant/Firefighter

**Employment Status:** Full-Time

**FLSA Status:** Non-exempt

---

## **QUALIFICATIONS:**

1. High school diploma or general education degree (GED).
2. Minimum of EMT-B certification.
3. Must possess a valid driver's license.

## **GENERAL DESCRIPTION:**

Under direction, provides quality emergency services in the protection of life and property; acts without direct supervision and exercises independent discretion in meeting emergencies.

## **ESSENTIAL DUTIES:**

1. Responds to medical emergencies, determines the nature and extent of the illness or injuries, establishes priority for care and provides emergency care (e.g., opening and maintaining airway, providing ventilation, automated external defibrillator, endotracheal intubation, cardiac resuscitation, controlling bleeding, heating for shock, immobilization of fractures, bandaging, initial burn care, assisting with child birth, assists patient with prescribed medication or physician's order, etc.).
2. Assists with victim extrications.
3. Transports patients to and from medical facilities as required and monitors condition.
4. Prepares and maintains records of patient condition and treatment provided and forwards copies to appropriate parties.
5. May drive emergency ambulance.

# JOB DESCRIPTION

## Village of Union City

An Equal Opportunity Employer

6. Performs vehicle and emergency supply and equipment checks to ensure vehicle's readiness to response.
7. Reports vehicle and equipment maintenance needs and restocks supplies as necessary.
8. May supervise EMT crew and assist with training and orientation of new personnel.
9. Cleans station, residential, and vehicle housing areas as necessary.
10. Answers telephones and responds to inquiries as necessary; refers calls to appropriate parties.
11. Assists with public relations programs (e.g., performs blood pressure checks for public, conducts station tours, etc.); performs other duties as may be assigned.
12. Participates in required training and drills.
13. Maintains required licenses and/or certificates.
14. Follows all Village safety policies and procedures.
15. Lifts and moves victims of various weights and lifts up to eighty (80) pounds and moves thirty (30) yards of rescue tools, ladders, related emergency tools, etc.
16. Demonstrates regular and predictable attendance.

### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Attends workshops or seminars related to duties performed.
2. Performs other duties as assigned by supervisor.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** geographic layout of jurisdiction; fire/emergency rescue techniques; department goals and objectives; safety practices and procedures; EMT rules and regulations; emergency medical care procedures; first aid practices; cardiopulmonary resuscitation; equipment, chemicals, and other materials used in custodial services; public relations; workplace safety.

# JOB DESCRIPTION

Village of Union City  
An Equal Opportunity Employer

**Skill in:** emergency medical equipment operation; rescue equipment.

**Ability to:** carry out detailed but basic written or oral instructions; interpret a variety of instructions in written, oral, picture, or schedule form; deal with variety of variables within somewhat unfamiliar context; recognize unusual or threatening conditions and take appropriate action; exercise independent judgment; understand, interpret, and apply laws, rules, or regulations to specific situations; compile and prepare reports; communicate effectively; develop and maintain effective working relationships; demonstrate physical endurance; travel to and gain access to work site; lift, position and move disabled or bedridden clients/patients; operate emergency vehicles, rescue equipment, computer, electronic equipment; lift and moves up to 80 pounds, 30 yards of tools and equipment.

**EQUIPMENT OPERATED:**

Ambulance.

**PHYSICALLY DEMANDING AND HAZARDOUS WORKING CONDITIONS  
INHERENT IN THIS JOB DESCRIPTION:**

The employee must negotiate, use, or work with or in the vicinity of:

1. Floor openings; stairs.
2. Portable wood ladders.
3. Portable metal ladders.
4. Fixed ladders.
5. Compressed gases.
6. Oxygen.
7. Flammable and combustible liquids.
8. General requirements for use, care, and limitations of personal protective equipment.
9. Fall protection for employees system requirements to eliminate fall hazard.

# JOB DESCRIPTION

Village of Union City  
An Equal Opportunity Employer

10. Eye and face protection due to potential exposure to flying objects, impact, and other hazards.
11. Respiratory protection due to potential exposure to airborne contaminants.
12. Occupational head protection due to potential impact to the head from objects, electricity, and other hazards (required only when hazards are present or likely to present).
13. Occupational foot protection due to potential impact of objects, compression, and other hazards to the feet.
14. Medical and First Aid.
15. Portable Fire Extinguishers.
16. Handling of material and supplies. (Includes mechanical handling equipment, the manner in which things are stored, and housekeeping.)
17. Air contaminants.
18. Human blood or other potentially infectious materials.
19. Hazardous chemicals.

## **GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE**

The employee:

1. Works in or around crowds.
2. Has contact with potentially violent or emotionally distraught persons.
3. Has exposure to potentially vicious animals.
4. Has exposure to life threatening situations.
5. Has exposure to fire.

Village of Union City  
An Equal Opportunity Employer

6. Has exposure to hot, cold, wet, humid or windy conditions.
7. Has exposure to hazardous driving conditions.
8. Works rotating shift.
9. Has exposure to second-hand smoke.

**PERFORMANCE EVALUATION:**

As per the Village of Union City's Policy Manual.

---

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent who will be required to follow other instructions and perform any duties required by the position's supervisor, Mayor, or designee.

---

Approved by Mayor

---

Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this job description.

---

Employee's Signature

---

Date