

**CITY OF ALVA  
JOB DESCRIPTION**

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<b>TITLE:</b>	<b>Emergency Medical Technician/Ambulance Attendant</b>
<b>DEPARTMENT:</b>	<b>Ambulance Department</b>
<b>REPORTS TO:</b>	<b>Ambulance Director</b>
<b>FLSA STATUS:</b>	<b>Non - Exempt</b>
<b>GRADE:</b>	<b>3</b>
<b>SALARY:</b>	<b>\$20,436.42 - \$28,288.78</b>

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**NATURE OF WORK**

This is a non-exempt position administering medical treatment and transportation of the sick and injured, life safety duties, and driving emergency vehicles.

**ESSENTIAL JOB FUNCTIONS**

1. Performs medical duties such as patient assessment, including determination of vital signs, diagnostic signs, and triage; bandaging, splinting, and the control of hemorrhage; treatment of shock including the use of pneumatic anti-shock trousers; cardiopulmonary resuscitation and the use of adjunctive airway devices; maintenance of intravenous fluids, without medications added; rescue and extrication procedures; all other non-invasive emergency medical care skills included in the standard United States Dept. of Transportation Basic Emergency Medical Technician training curriculum which are not specifically listed above, as well as other skills and duties as directed by medical control or according to the individual's level of licensure.
2. Maintains minimum level of licensure as described above by fulfilling mandated training requirements; acquires knowledge and skills necessary for advancement to higher levels of licensure.
3. Performs routine maintenance on ambulance service units and equipment and facilities.
4. Conforms to the safety requirements of the department.
5. Drives assigned unit to emergencies and other calls, transporting emergency personnel and patients.
6. Relays and receives radio messages to and from central dispatch.
7. Cleans and services the assigned apparatus; reports mechanical failures to Ambulance Director.
8. Completes necessary reports, forms, and other required documentation.
9. Performs other related work as assigned by the Ambulance Director.
10. May be required to work weekends, nights, holidays, and overtime as needed.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIRED**

Generally, needs high school education/GED and 1-2 years related work experience. Some college course work in related field may substitute for work experience.

**SUPERVISORY RESPONSIBILITY**

None.

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*Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

Revised: February 2018

## **SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED**

Must have or be able to obtain a valid Oklahoma Driver's License and have a driving record acceptable to the City's insurance carrier

Must be able to successfully complete the standard United States Dept. of Transportation Basic Emergency Medical Technician training curriculum; must be able to obtain a valid Emergency Medical Technician-Basic license issued from the Oklahoma State Dept. of Health.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Must be able to operate both as a member of a team and independently at incidents of uncertain duration.
- Must be able to work in areas where sustaining traumatic injuries is possible.
- Must be able to work in the presence of hazardous materials.
- Must be able to work with potentially life-threatening equipment such as semiautomatic and manual defibrillators.
- Must be able to perform complex tasks during high stress, life-threatening emergencies.
- Must be able to face life or death decisions during emergency conditions.
- Could be exposed to grotesque sights and smells associated with major trauma and burn victims.
- Must be able to operate in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces.
- Must be able to use manual and power tools in the performance of duties.
- Must rely on speech, as well as senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life-threatening environment throughout the duration of the operation.

## **PHYSICAL/MENTAL REQUIREMENTS**

See above.

## **ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS**

- Must be able to face exposure to infectious agents such as hepatitis B or HIV.
- Must be able to work for long periods of time, requiring sustained physical activity and intense concentration.
- Must be able to spend extensive time outdoors exposed to the elements.
- Must be able to work in wet, icy, or muddy areas.
- Must be able to make rapid transitions from rest to near maximal exertion without warm-up periods.
- Must be able to perform manual labor required in patient extrication and handling.
- Must be able to lift varying weights and carry said weights, without stopping, for various distances.

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