

CIMARRON HILLS FIRE PROTECTION DISTRICT

POSITION DESCRIPTION



POSITION TITLE: Emergency Medical Technician - Basic
POSITION STATUS: Full-time Paid; “At-Will”
FLSA CLASSIFICATION: Non-Exempt
REPORTS TO: Company Officer (Lieutenant or Captain)

POSITION DESCRIPTION EFFECTIVE DATE: January 1, 2022

This position description is established by the Cimarron Hills Fire Protection District (“District”) to outline the basic requirements, duties, and general responsibilities of the Emergency Medical Technician – Basic (EMT) position. Traditionally works a 56-hour workweek on a 48-on/96-off schedule. Overtime and scheduling flexibility may occur.

This position is “at-will,” which means the Fire District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal, State, and local law. Similarly, the employee may terminate the employment relationship for no reason at any time.

SUMMARY OF POSITION:

The Cimarron Hills EMT responds safely to and mitigates emergency and non-emergency incidents such as, but not limited to, fire, medical, rescue, and environmental. The EMT will be assigned daily to serve as an ambulance transport EMT. Additional duties include, but are not limited to, prevention, education, and preparedness, as well as participation in a variety and high frequency of training activities. EMTs perform maintenance and repairs on department vehicles, equipment, and facilities.

REPORTING RELATIONSHIP:

The EMT works under the direct supervision and guidance of a Company Officer (Lieutenant or Captain), including EMS Supervision from the EMS Lieutenant. The EMT has no regular supervisory duties.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Performs emergency basic life support in accordance with all applicable emergency medical protocols, Federal, State and local laws, and the district’s rules, policies, and procedures.
2. Performs all duties and responsibilities as established by the El Paso County Paramedic Protocols, the CHFD designated Medical Director, and the Colorado Department of Public Health & Environment.
3. Performs complex diagnostic and medical procedures including the administration of various medications.
4. Accurately completes written and verbal reports on patient care and status to receiving medical providers, ambulance services, and/or emergency department nurses and doctors.
5. The EMT provides, administers, manages, and controls patient care at the Basic Life Support (BLS) level. This care is provided both on scene and during transport to higher level care facilities.
6. Communicate with receiving care facilities to receive medical direction and to provide critical information.

7. Communicate with patient and family members to provide information and assurance in care being provided, and to show compassion, in compliance with HIPAA privacy regulations.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Responds to all types of emergencies to include (but not limited to) structure fires, hazardous materials, vehicle accidents, technical rescue, wildland fires, and emergency medical incidents. Routinely performs EMS duties at these incidents, however may be tasked with basic firefighter functions in accordance with training and qualifications.
2. Selects and employs proper strategies and tactics in the mitigation of emergency incidents.
3. Performs emergency basic life support in accordance with all applicable emergency medical protocols, Federal, State and local laws, and the district's rules, policies, and procedures.
4. Assists with regular company level pre-fire planning and building inspections.
5. Attends regular training sessions for firefighting, EMS, hazardous materials, and rescue. Maintains continuing education hours of firefighting, hazardous materials, and/or technical rescue.
6. Performs regular maintenance of district apparatus and equipment to ensure they are kept clean and in good working order.
7. Ensures apparatus and equipment are clean, functional, well maintained, and always in a state of readiness. Performs maintenance of stations and grounds to ensure they are kept clean, safe, stocked, locked, and in good working order.
8. Consistently and correctly follows the district's rules, policies, and procedures.
9. Ensures complete, accurate, and timely preparation and maintenance of district records and reports.
10. Consistently promotes a professional image of the district.
11. Assumes the role of Division/Program Coordinator assisting other personnel with development and operation of the EMS program.
12. Makes use of safety equipment at all times, to include seatbelts whenever a vehicle or apparatus is in motion. Observes all State laws, department policies, department procedures and rules, and provides for the safety of others.
13. Stands accountable for operating and maneuvering vehicles in a safe, professional, and prudent manner at all times. Drives vehicles as assigned in emergent and non-emergent situations while adjusting speed for conditions and utilizing defensive driving techniques. Positions vehicles correctly for incident scenes.
14. Conducts daily, weekly, monthly, and annual vehicle and equipment checks.
15. Functions in roles associated with the district Firefighter position description as applicable, in accordance with training and qualifications.
16. Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to make sound decisions in extremely stressful and life-threatening situations. Willingness to make timely and fact-based decisions. Ability to handle uncertainty and clarify ambiguities timely and effectively. Ability to see unusual aspects of a problem, find unique solutions, and evaluate results for effectiveness.
2. Possesses and demonstrates an extensive knowledge of the district's rules, policies and procedures, including, but not limited to, the District's Employee Handbook and Standard Operating Procedures.
3. Possesses and demonstrates basic proficiency and knowledge of fire behavior, fire chemistry, firefighting safety, effective firefighting tactics, hazardous materials, and technical rescue; ability to access and implement this knowledge during high stress and critical events.
4. Possesses and demonstrates extensive proficiency and knowledge of basic level emergency medical care.

5. Possesses knowledge and effective behaviors of current Incident Command Systems.
6. Demonstrates a commitment to keep current in the developments of fire and emergency medical services.
7. Ability to use mechanical skills to perform basic maintenance and repairs on district stations and associated equipment.
8. Continually contributes to a motivational atmosphere for all department members through ethical and honest actions in support of and achieving the goals of the organization and the Fire Chief.
9. Demonstrates a courteous and professional manner to the public, paying particular attention to personal hygiene and cleanliness.
10. Maintains composure and a professional attitude under all, especially stressful, conditions. Demonstrates mature, professional, and appropriate conduct at all times and in all places, employing ethics, integrity, honesty, and cooperative teamwork.
11. Demonstrates ability to create a work environment in which employees can be open and at ease with each other. Ability to promote and maintain a positive/effective team environment. Ability to establish and maintain harmony and mutual respect among team members through positive relationships and dedication to the betterment of the team.
12. Demonstrates ability to recognize and accept constructive criticism. Utilizes training, direction, delegation, and accountability to improve the team. Provides assistance to teammates in resolving conflicts. Encourages positive individual initiative to achieve organization goals.
13. Demonstrates ability and initiative for continual self-development. Works with crew members in preparing and implementing realistic, researched, and meaningful self-development plans.
14. Demonstrates consistent ability to work as needed to achieve results and/or meet targets within established time frames.
15. Demonstrates sound judgment and the ability to receive feedback and suggestions, initiating regular positive discussions with crew members.
16. Demonstrates effective listening and speaking skills. Produces clearly organized and easily comprehended written communications. Maintains an open line of communication with superiors and crew members.
17. Proficient in setting goals and completing delegated tasks effectively with minimal supervision.
18. Schedules work for the most efficient and effective performance of activities and elimination of unnecessary activities. Handles multiple responsibilities simultaneously, prioritizes responsibilities appropriately, and performs responsibilities in a thorough and timely manner.
19. Demonstrates ability to meet performance and quality control standards. Ability to deliver results and set control parameters in terms of time, dollars, and budgets.
20. Ability to adapt to necessary changes in operations and administration. Willingness to try new ideas with a positive and productive attitude.

QUALIFICATIONS:

Experience:

1. No previous job experience is required as a minimum.
2. Previous experience in an emergency service, ambulance service, or fire department system providing Basic Life Support transport preferred.
3. Must be at least eighteen (18) years of age.

Education:

1. Must possess a High School diploma or G.E.D.

Certificate or licenses:

Must obtain and maintain throughout employment all District, State, and Federal Certification and/or Licensure requirements for the following:

1. Must possess, or be eligible to obtain within thirty (30) days of appointment to the position, a valid Colorado driver's license.
2. Colorado State Emergency Medical Technician-Basic certification
3. Cardiopulmonary Resuscitation (CPR)

Within one year must successfully obtain and maintain the following:

1. NIMS 100
2. NIMS 200
3. NIMS 700
4. NIMS 800
5. NWCG S130/190
6. Colorado State Emergency Medical Technician-Basic IV certification
7. Current Wildland Red Card at the Light Level

EMT-Basic 2nd Class:

Must obtain and maintain the following to reach EMT-Basic 2nd Class:

1. Accredited Hazardous Materials Operations certification
2. 2-years of uninterrupted service with CHFD

EMT-Basic 1st Class:

Must obtain and maintain the following to reach EMT-Basic 1st Class:

1. Accredited Firefighter I certification
2. 4-years of uninterrupted service with CHFD

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS:

Physical Requirements

1. Strength and Mobility – Mobility to move to and from various points within the district facilities and within the outdoor environment. Must possess the ability to lift items in excess of one hundred fifty (150) pounds occasionally and up to eighty (80) pounds frequently.
2. Auditory – Ability to understand and follow oral instructions in the English language.
3. Verbal – Ability to participate in routine conversation in person or via telephone in the English language.
4. Visual – Must be able to distinguish circumstances/situations, written materials, and other details concerning district facilities and emergent scenes from distances both near and far.

Environmental and Other Requirements

This position requires work in a variety of locations and conditions, including living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

1. A portion of this position will involve sedentary, administrative work in an office environment.
2. Strenuous physical activity under extreme adverse conditions will be required frequently.
3. This position requires standing, running, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping, digging, spraying, reaching over head, reaching away from body, and repetitive motion.
4. Will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20 degrees) Fahrenheit and in excess of one hundred degrees (100 degrees) Fahrenheit.

5. Work may be performed under dangerous, hazardous and adverse conditions including, but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
6. Work may result in exposure to contaminated environments including, but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dust.
7. Work may result in exposure to individuals of blood-carrying infectious diseases, airborne, viral, or other illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, etc.
8. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
9. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception, and color vision.
10. This position requires the ability to read, write, speak, and understand the English language at a level adequate to perform the job.
11. This position will involve periods of high physical, mental, and emotional stress.

RELATIONSHIPS:

1. Community Members and Visitors – Multiple daily interactions by personal contact, telephone, and electronic communication (E-mail).
2. Co-workers – Multiple daily interactions responding to emergency and non-emergency situations, to facilitate the coordination of daily company operations and staffing, exchange of information, to complete administrative and operational tasks related to fire stations and district buildings, manage program needs, purchases, inspection assignments, and documentation.
3. Fire Department Company Officers – Multiple daily interactions by telephone, electronic communication (E-mail), radio, and personal contact: coordination of daily company staffing, coordination of unit status and distribution of information.
4. Fire Department Chief Officers – Multiple daily interactions by telephone, radio and personal contact: staffing of fire companies, status monitoring and distribution of companies, processing of personnel issues, exchange of information, and incident management operations.
5. Other contacts as assigned, required, or needed.

ACKNOWLEDGEMENT:

I acknowledge receipt of this position description and agree to perform within the parameters established.

Signature

Date

(Print Full Name)