

FLSA: NON-EXEMPT  
PAY RANGE: 13  
PAY CODE: HOURLY  
WC/CODE: 9999

Revised 10/01/21

## **CITY OF WHARTON (EMT-Basic)**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

To respond to medical calls and other calls to provide medical services involving administering basic life support procedures to persons experiencing medical emergencies; and to transport and give basic life support to individuals requiring emergency medical attention when needed.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the EMS Director EMS Supervisor, full-time staff and higher ranking part-time staff.

May exercise lead or technical supervision over Volunteers, basic EMS students.

### **EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES**

*Essential and other important responsibilities and duties may include, but are not limited to the following:*

#### **Essential duties and responsibilities:**

1. Perform EMT-B duties; administers advanced life support procedures to persons experiencing medical emergencies; administer appropriate drugs and treatments; provide basic life support procedures and transport individuals requiring medical attention as appropriate.
2. Prepare appropriate records and reports; enter information into the computer as required.

#### **Essential duties and responsibilities (cont.):**

3. Check and maintain medical equipment and drug supplies within the ambulance; maintain appropriate inventory levels for materials; perform preventative maintenance on vehicles and related equipment; prepare appropriate reports on a daily basis.
4. Operate ambulance and related emergency equipment including lights, siren, and radio; transport patients to hospital safely; apply medical care to patient during transport.
5. Perform routine cleaning and maintenance duties at the station and on ambulances.
6. Respond to hazardous materials incidents and fire calls.
7. Comply with all regulations and requirements as stated by the Texas Department of Health; comply with Texas Department of Transportation requirements for Emergency Medical Services personnel.
8. Attend staff meetings and continuing education meetings; assist with public education programs and health screening projects.
9. Make every effort to maintain good relations with the medical community and assist with patient care when requested by hospital personnel; cooperate with other agencies working jointly on common calls.

**Essential duties and responsibilities related to Patient Privacy:**

10. The employee is expected to protect the privacy of all patient information in accordance with the City's Privacy Policies, Procedures, and Practices, as required by federal and state law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the City's Policies and Procedures on patient privacy may result in disciplinary action up to and including termination of employment or of membership or association with Wharton EMS.
11. The employee may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The employee may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other city operations.
12. The employee is encouraged and expected to report, without the threat of retaliation, any concerns regarding the City's Policies and Procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.

**Essential duties and responsibilities related to Patient Privacy (cont.):**

13. The employee is expected to actively participate in City Privacy Training and is required to communicate privacy policy information to coworkers, students, patients, and others in accordance with City Policy.

**Other Important Duties and Responsibilities:**

1. Transport and distribute a variety of correspondence.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

1. Principles, practices and procedures of a EMT-B within TDH guidelines.
2. Department of Transportation rules and regulations, as they apply to EMS personnel.
3. Texas Department of health rules and regulations, as they apply to EMS personnel.
4. Departmental policies and procedures, including medical protocols.
5. Geographic area served and related areas.

**Ability to:**

1. Apply EMT-B techniques and procedures.
2. Learn the City of Wharton's EMS response geography.
3. Effectively use a wide variety of specialized medical equipment as specified by the Texas Department of Health.
4. Apply the Texas Department of health rules and regulations.
5. Apply the Department of Transportation rules and regulations.
6. Retain presence of mind in emergency situations.
7. Operate and maintain voice radio equipment.
8. Think and act quickly and effectively in emergencies.

**Ability to (cont.):**

9. Prepare appropriate reports and records.
10. Operate ambulance and equipment.
11. Understand and follow oral and written instructions.
12. Communicate clearly and concisely, both orally and in writing.
13. Establish and maintain effective working relationships with those contacted in the course of work.
14. Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:
  - Directing and/or participating in life saving activities*
  - Running, walking, crouching, or crawling during emergency operations*
  - Moving equipment and injured or deceased persons*
  - Climbing stairs and ladders*
  - Walking, standing, or sitting for extended periods of time*
  - Performing life-saving and rescue procedures*
  - Operating assigned equipment*
15. Maintain effective audio-visual discrimination and perception needed for:
  - Making observations*
  - Reading and writing*
  - Operating assigned equipment*
  - Assessing the situation at an incident scene*
  - Communicating with others*
16. Maintain mental capacity, which permits:
  - Making sound decisions and using good judgment in stressful situations*
  - Demonstrating intellectual capabilities*
17. Effectively deal with personal danger, which may include exposure to:
  - Hazardous chemicals and materials*
  - Fumes and smoke*
  - Intense heat*

**Ability to (cont.):**

18. Effectively deal with personal danger, which may include exposure to:

- *Electrical hazards*
- *Confined or high work places*
- *Dangerous animals*
- *Extremely loud noises*
- *Hazards of emergency driving*
- *Hazards associated with traffic control, and working in and near traffic*
- *Natural and man-made disasters*

### **Experience and Training Guidelines**

*A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

One to two years of experience in emergency medical services work is desirable but not necessary.

#### **Training:**

Equivalent to the completion of a high school diploma, supplemented by courses in emergency services, medical terminology, and/or another closely related field.

Possession of a current Cardiopulmonary Resuscitation Card (CPR)

#### **License or Certificate:**

Possession of an appropriate, valid Texas Driver's License

Current Certification or Licensure as an Emergency Medical Technician-Basic from the Texas Department of Health.

## **WORKING CONDITIONS:**

### **Environmental Conditions:**

Office and emergency medical scene; work with medical equipment and specially designed vehicles; travel from site to site; work closely with others including sick and injured persons; exposure to a wide variety of health and life-threatening hazards.

### **Physical Hazards:**

Essential and marginal functions require maintaining physical condition appropriate to the performance of assigned duties as specified by the Texas Department of Health; lift moderate to heavy equipment and persons; handle sensitive equipment in a moving vehicle; highly developed manual dexterity; move and perform work quickly.