

TOWN OF COXSACKIE
JOB DESCRIPTION

JOB TITLE: Emergency Medical Technician
CIVIL SERVICE CLASSIFICATION: Non-Competitive as of 11/20/06
EMPLOYMENT STATUS: Full-Time & Part-Time
PREPARED BY:

JOB SUMMARY:

Provide primary emergency medical care to persons in need of treatment.

ESSENTIAL JOB FUNCTIONS:

- 60% Administer emergency medical treatment both on the scene and in transit utilizing a variety of emergency and medical care equipment.
- 15% Monitor and maintain ambulance and equipment to ensure proper working order and inventory of supplies. Report any needs for replacement equipment or supplies to supervisor.
- 10% Attend training programs and participate in other activities as needed to maintain appropriate knowledge level for performance of job functions.
- 5% Complete NYS Patient Care Report call sheets including all required information in a timely fashion in accordance with established PCR policy. Complete any and all daily or monthly data/call logs as required.
- 5% Maintain the cleanliness of the ambulance(s), first response vehicles and facility as needed, including performing housekeeping duties such as vacuuming, cleaning garage, kitchen and bathrooms, sweeping sidewalks, snow removal, and maintaining the property in general.
- 5% Perform other duties as directed by the Chief of EMS to include but not limited to administrative, public relations, support and adjunct services.

SUPERVISORY RESPONSIBILITIES:

The Emergency Medical Technician supervisory responsibilities include those that occur during normal course of EMS calls.

PHYSICAL ACTIVITIES AND REQUIREMENTS:

Ability to climb, balance, stoop, kneel, crouch, crawl, reach, sit, stand, walk, push, pull, lift, use fingers, grasp, feel, talk, and hear. Ability to exert up to 200 pounds of force occasionally, and/or in

excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

MINIMUM QUALIFICATIONS:

- Graduation from high school or possession of a high school equivalency diploma.
- Presently certified as Emergency Medical Technician or higher through the NYS Department of Health.
- One year experience as an Emergency Medical Technician.
- Possession of a valid Cardiopulmonary Resuscitation (CPR) card.
- Possession of a valid NYS driver's license with no more than four violation points.

NOTE: The candidate must successfully complete a certified Emergency Vehicle Operation Course during the first year of employment

PREFERRED QUALIFICATIONS:

CPR Instructor, Certified Lab Instructor (CLI), EVOC certified, previous EMS supervisory experience.

RESIDENCY:

Preference may be given to an applicant who lives in the Town of Coxsackie or a surrounding town.

EMPLOYER'S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee holding this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their department head.
- This job description is intended for the internal use by the Town of Coxsackie.
- This job description does not create a contract of employment, express or implied.