

POSITION DESCRIPTION – EMT – CAREER/VOLUNTEER

General Purpose:

Protects life by performing emergency medical and other duties, as assigned.
Maintains EMS equipment, apparatus, and facilities.

Supervision Received:

Works under the direct supervision of a Captain or Lieutenant, as needed.

Supervision Exercised:

None.

Essential Duties and Responsibilities:

- A. Responds as dispatched within the district and on mutual aid assignments.
- B. Provides EMS treatment in accordance with standard protocols and/or hospital direction.
- C. Writes reports accurately and in a timely manner, documenting incident data, patient assessment, and patient treatment.
- D. Receives and relays EMS calls.
- E. Operate radio and other communication equipment.
- F. Participates in the inspection of businesses, buildings, hydrants, residential locations, and other structures in suppression pre-plan programs.
- G. Performs general maintenance work in the upkeep of fire/EMS facilities and equipment; cleans and washes walls and floors; cares for grounds around station; washes, cleans, polishes, maintains, and tests fire/EMS apparatus and equipment.
- H. Assists in developing plans for special assignments such as emergency preparedness, training programs, and EMS activities.
- I. Participates in fire drills, attends classes in emergency medical, and related subjects.
- J. Maintains required certifications in EMS.
- K. Meets district continuing education requirements.
- L. Maintains positive working relationships with the public and other district members.

Peripheral Duties:

- A. Interacts with, supports, and assists members as directed within the chain-of-command.
- B. Assists in training new members, as assigned.

Minimum Qualifications:

- A. High school graduate or GED equivalent.
- B. Possess a valid driver's license.
- C. Clean driving record for the previous two years.

Minimum Requirements:

- A. Part-time employees must live within a 25-mile straight-line radius of the Burlington Fire Protection District headquarters station.
- B. Volunteer members must live in the district or within one mile of the district boundaries.
- C. Must be a citizen of the United States of America.
- D. Must be able to pass a complete health screen process including drug and alcohol testing which is provided by the official medical physician of the district before appointment.
- E. Minimum age requirement is 18 years of age.
- F. Must be able to speak, read, and write the English language.

Training Requirements:

- A. Must maintain Kentucky State EMT-B certification, in accordance with Kentucky State EMS Regulations.
- B. Must obtain within six months and maintain Boone County SAED certification as required by the district.
- C. Outside training will not be paid by the district, as both day and night training is available throughout the year.

Selection Guidelines:

May include any or all of the following: Formal application; written test; practical skills examination; physical ability test; oral examination; background/driver's license verification and check; hiring list; offer of employment/membership; post-offer physical examination, including drug screen.

Tools and Equipment Used:

Emergency medical apparatus, emergency medical equipment; radio; pager; personal computer; telephone.

Physical Demands:

The physical demands described here are representative of those that must be met by any member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities

to perform the essential functions. While performing the duties of this job, the member is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, controls; and reach with hands and arms. The member is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The member must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 175 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in office, vehicle, and outdoor settings; in all weather conditions, including temperature extremes; during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils. The member occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.