

**UNION COUNTY, SOUTH CAROLINA  
JOB DESCRIPTION**

**Job Title: EMT-Basic**  
**Department: Emergency Medical Services**  
**Pay Grade: D10**  
**Salary Range: \$39,456.83-\$55,385.10**

**GENERAL STATEMENT OF JOB**

Under regular supervision, performs skilled and technical work for emergency medical service operations for the County on an assigned shift. Work involves responding to calls for service; providing patients with the highest level of care that certification allows; providing comprehensive, quality, and appropriate pre-hospital care to all people in a professional and caring manner; maintaining the readiness of the fleet of ambulances; and ensuring the safety of the crew, patients, and the general public. Employee is responsible for responding to the scene of emergency and non-emergency calls, applying necessary medical treatment to sick or injured persons, and transporting persons to a medical facility. Employee is responsible for performing in accordance with established emergency medical procedures and techniques. Employee is exposed to the normal hazards of emergency rescue work, including risk of exposure to infectious diseases and blood-borne pathogens. Reports to the Paramedic/Shift Supervisor.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Responds to emergency medical calls; sizes up scene and safety; conducts patient assessment; develops treatment plan; communicates with crew members; initiates basic life support according to standing orders; assesses effects of treatment; establishes contact with medical control; reports level and types of care to hospital staff; transports patient to Emergency Room.

Documents information on patient's and care provided.

Checks off trucks every morning; checks all equipment to ensure in working order.

Counts all supplies; ensures all supplies are there.

Checks all batteries.

Washes unit.

Provides communication.

Restocks and cleans truck after each call

Refuels truck.

## **EMERGENCY MEDICAL TECHNICIAN - BASIC**

Completes paperwork including billing sheets, etc.; updates logbook after each call.  
Cleans bay.

Performs housekeeping duties at the station such as cleaning the bathroom, sweeping, vacuuming, mopping, taking out the trash, etc.

Maintains familiarity with equipment and protocols.

Receives and/or reviews patient health information, patient's history, history of illness or injury, patient's current medications, Standard Operating Procedures and protocols, insurance information, training, memos, medical orders from doctors, billing forms, Department of Health and Environment Control information, call information, etc.

Prepares and/or generates patient care forms, billing sheets, check off sheets, time cards, Department of Health and Environment Control reports, radio report, log book, station duty log, etc.

Refers to protocol, standard operating procedures, infection control manual, English to Spanish dictionary, text books, IST, formulary, on-line and off-line medical direction, memos, schedule, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of medical equipment such as ventilator, AED, suction machine, stretchers, ambulance, extrication equipment, AED 02 Sat, radio, GPS, etc.

Uses a variety of equipment such as chains, saws, hammer, ropes, spine board, Hurst tool, stethoscope, blood pressure cuff, splinting material, intubation equipment, oxygen, laryngoscope, ventilator, drugs, body bag, etc. Uses computer software such as Life Pack 12, etc.

Interacts and communicates with various groups and individuals including partner and co-workers, patient and families, police, Emergency Room staff and doctors, law enforcement, Fire Departments, bystanders, Shift Supervisor, and the general public.

May perform any of the following procedures if allowed by the County Emergency Medical Services System in which they function: (1) patient assessment; (2) basic life support techniques in accordance with the American Heart Association or American Red Cross, including airway management and cardiopulmonary resuscitation; (3) oxygen administration; (4) hemorrhage control; (5) treatment for shock; (6) bandaging and dressing soft tissue injuries; (7) splinting fractures and dislocations; (8) treatment of injuries to the head, face, eye, neck, and spine; (9) treatment of injuries to the chest, abdomen and genitalia; (10) provision of basic life support for medical injuries; (11) assisting in normal and abnormal childbirth; (12) treatment of injuries as a result of exposure to heat and cold; (13) treatment of burns; (14) lifting and moving patients for transfer to a medical facility; and (15) extrication of patients from confined areas.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

\*\* - Additional protocols employed in various emergency medical situations are referenced in the Emergency Medical Standard Operating Procedures Manual.

## **EMERGENCY MEDICAL TECHNICIAN - BASIC**

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from technical school and EMS Basic certification or a combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS**

Certification as an Emergency Medical Technician – Basic. Possession of a valid South Carolina driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including suction units, immobilization equipment, intravenous infusions, M.A.S.T. pants, syringes and medications, and automatic cardiac/defibrillator monitors, two-way radios, mechanic's tools, etc. Must be physically able to operate a motor vehicle. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 20 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are for Very Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, logs, etc. Requires the ability to prepare a variety of reports, forms, logs, records, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including medical terminology and emergency response codes.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

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**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in lifting and positioning or transporting objects, and operating motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as emergency medical equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, and in emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, policies, and procedures of the Emergency Medical Service Department as they pertain to the performance of duties of the Emergency Medical Technician-Basic. Has considerable knowledge of emergency medical procedures and techniques. Has considerable knowledge of equipment and supplies employed in emergency medical care of patients and accident victims. Has considerable knowledge of procedures of extrication, movement of the injured or infirm, and rescue techniques. Has considerable knowledge of the psychological needs of the injured or infirm. Has some knowledge of the principles of supervision, organization and administration. Has working knowledge of County geography and of the location of roads and streets within the County. Has working knowledge of two-way radio communications procedures and equipment, including emergency response codes. Is skilled in identifying an accident victim's condition and applying emergency medical care. Is able to respond quickly, calmly and effectively in emergency situations. Is able to safely drive an ambulance at high rates of speed. Is able to assign, direct, supervise and appraise the performance of subordinates. Is able to lift substantial weight. Is able to understand and follow oral and written instructions. Is able to exercise tact and courtesy in frequent contact with medical professionals and the general public. Is able to establish and maintain effective working relationships as necessitated by work assignments.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co- workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

## EMERGENCY MEDICAL TECHNICIAN - BASIC

**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

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Employee Signature

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Date

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Supervisor Signature

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Date