

Town of Sherborn Job Description

Form approved by Personnel Board 6/97. Amended and approved by Personnel Board 3/06

JOB TITLE: Emergency Medical Technician (EMT)	
DEPARTMENT NAME: Sherborn Fire & Rescue Department	
FLSA STATUS: Exempt: Non-Exempt: X Hours worked per week: 1-19	EMPLOYEE TYPE: (see General By-Laws Personnel Administration Plan for definitions) Salaried Regular Full-Time Regular Part-Time Supplemental Part-Time X Casual Part-Time Temporary
REPORTS DIRECTLY TO (INDICATE JOB TITLE): Reports directly to the Assistant EMS Coordinator or EMS Coordinator, but is also supervised by the Chief, Deputy Chief, Captains and Lieutenants as needed.	
I. JOB SUMMARY - Briefly describe the primary function of this job. This position is appointed by the Fire Chief. This position reports directly to an Assistant EMS Coordinator, but is also supervised by the Chief, Deputy Chiefs, Captains & Lieutenants and the EMS Coordinator as needed. This position has no supervisory authority unless acting as a senior EMT at an incident. This is an appointed position responsible for response to emergency medical and rescue calls. Performs with limited supervision through Department Standard Operating Procedures and established protocols and directives. Maintains a state of readiness. Performs related work as required. Work involves training for and participating in duties of protecting life through the performance of emergency medical service activities. Note: If Employee is also a Firefighter please refer to that job description for other responsibilities as it relates to firefighting.	
II. JOB DUTIES - List six to eight of the most important duties using concise and comprehensive statements. Begin with the most important duty. Include any essential or important physical demands that are required to complete each of these duties. Use separate sheet if necessary. 1. Responds to emergency and non-emergency medical calls as an Emergency Medical Technician. 2. Required to learn and participate in the operation of ambulance and the performance of hazardous tasks under emergency conditions, which may require strenuous exertion under such handicaps as severe weather and cramped surroundings. 3. Assists in lifting, carrying and transporting victim to medical facility. Reports verbally and in writing observations about the patient, and care provided at the scene and enroute. 4. Responsible for routine duties in the custodial care of the fire stations, ambulance and equipment as assigned. 5. Attends on-going training as required. 6. Works shifts as required by the Chief or EMS Coordinator.	

III. EDUCATION, TRAINING & EXPERIENCE - Describe the minimum level of education, training, and experience, as well as any special skills or certifications, which are required to competently perform the duties of this job.

Minimum Qualifications

- Must be a minimum of 18 years of age
- Must have High School Diploma or GED
- Massachusetts or National Registry EMT-B certification
- CPR certification
- Must have NIMS ICS 100 & 700 certificates
- Must have HAZMAT Operations
- Must have, or obtain, a current and valid Massachusetts driver's license in accordance with Massachusetts DMV driver's license eligibility requirements.

IV. COMMUNICATIONS & CONTACTS - List the jobs, external departments or organization with which the job has the most frequent contact. Describe the purpose and frequency of the contacts (Do not include supervisors and subordinates).

<u>Contact</u>	<u>Purpose</u>	<u>Frequency</u>
Town Citizens	Provide emergency medical care.	Frequently

V. MANAGERIAL & SUPERVISORY RESPONSIBILITIES - Describe the function(s) over which this job has direct accountability and authority.

None, unless acting as a Senior EMT on an emergency call.

VI. WORK ENVIRONMENT: Describe the workplace environment e.g. office, outdoors, night work, and any equipment usage requirements.

The work environment characteristics described here are representative of those an employee encounters while performing 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 employee regularly works near moving mechanical parts; in high, precarious places; in outside weather conditions; in occupancies with explosives and hazardous material, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock.

The noise level in the work environment is moderate to heavy.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee 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 the job, the employee is regularly required to use hands to handle or feel objects, tools or controls and reach with hands and arms. The employee frequently is required to sit and talk or hear. The employee is regularly required to stand; walk; climb or balance; stoop, kneel, crouch or crawl; and smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

SPECIAL CONSIDERATION: Certain trade areas within this job may require the use of a respirator. Such trade areas may require sufficient pulmonary and respiratory health to use a respirator and may preclude full beards or other obstructions preventing a positive facial fit for half-face or full-face respirators.

VII. REPORTING RELATIONS - Attach and organizational chart if possible indicating where this job fits in the department's operations.

Sherborn Fire & Rescue Department Organizational Chart Attached.

The above statement is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUPERVISOR'S/MANAGER'S SIGNATURE:

DATE:

TOWN ADMINISTRATORS SIGNATURE:

DATE:

PERSONNEL BOARD SIGNATURE

DATE:

COMMENTS: