

City of Rapid City Job Description

Job Title	Emergency Medical Technician (EMT)		
Job Code:	EMTC	Job Family:	
Pay Grade:	FI14	Date Revised:	8/11/2021
FLSA Status:	Non-Exempt		

General Summary: This position responds to emergency calls in order to provide efficient and immediate care to critically ill and injured patients.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Responds to 911 calls for emergency medical assistance and reports to the scene
- Determines the right course of action after evaluating the patient's condition.
- Evaluates the patient's condition, determines the nature and extent of illness or injury, and establishes priorities for required care, which may include; providing basic life support to victims before they are transported to the hospital, first-aid treatment or life support care.
- Provides basic life support to the victims before they are transported to the hospital.
- Provides medical aid such as AED, CPR, prevent spinal damage, ventilation, control severe bleeding, prevent shock, bandaging wounds, etc., to stabilize their condition. Administers activated charcoal, oral glucose and oxygen as needed.
- Prepares a patient care report and take notes of the medical treatment given.
- Sterilizes the ambulance's interior, if it is used to carry a patient suffering from infectious disease.
- Transports patients not requiring advanced care to medical facilities.
- Restocks and replaces all supplies in the ambulance as needed.
- Calms down the victim's family members. Deal with the public courteously and effectively.
- Reports observations and treatment to physicians, nurses, or other healthcare facility staff.
- Attends refresher programs and continuing education as required by medical control, employers, and certifying or licensing agencies.
- Meets medical and physical agility standards as established and maintains physical conditioning necessary to perform effectively in emergency situations.
- Remains available to work irregular hours to include; mornings, nights, evenings, etc. (as scheduled), as well as four (4), eight (8), twelve (12), and twenty-four (24) hour shifts. May be subject to emergency call-in.

Qualifications:

Education and/or Experience:

- Must possess High School Diploma (or GED).
- Must be nineteen (19) years of age.

Certificates, Licenses, Registrations:

- At a minimum, be certified as an EMT by the State of South Dakota or be Nationally Registered as an EMT and obtain State of South Dakota certification prior to start date.
- Must possess a valid South Dakota driver's license with acceptable driving record or ability to obtain within 30 days from date of hire.

Working Conditions:

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.

Work is performed primarily in the fire station, on emergency medical scenes, mass casualty, fire scenes and extra ordinary events as they occur. Performing tasks under emergency conditions may require strenuous exertion. The exposure to death, emotional stress, patients with contagious diseases and terminal illnesses can be expected.

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.

The job of an EMT is emotionally as well as physically demanding. Physical hazard from heavy lifting, equipment, traffic, and falling objects at emergency scenes, and exposure to health risks may occur. Performance of hazardous tasks under emergency conditions may require strenuous exertion under such handicaps as extremes in temperatures, cramped surroundings, and contact with death, emotional stress, contagious diseases, and terminal illness. Frequent lifting of 100 pounds or more and pushing/pulling large amounts of weight.