

ACCEPTED: JUNE 1, 2013

REVISED:

CITY OF SEMINOLE

POSITION DESCRIPTION

POSITION TITLE: EMS Technician
DEPARTMENT: Fire Rescue
DIVISION: Operations

POSITION NO.: 722
SALARY GRADE: 9
POSITION STATUS: Non-Exempt

GENERAL DESCRIPTION

Responsible, professional, administrative, and technical position involved in coordination, development, implementation of continuing and in-service EMS training for Fire Rescue Department employees, occasionally performing EMT and Advanced Life Support procedures in the pre-hospital setting in accordance with all State and County rules and regulations, managing the receiving and delivery of EMS Supplies for the Department, and other assigned EMS duties. This is not a Firefighter position and the employee assigned to this position will not function in any firefighting capacity. Customarily and regularly uses considerable discretion and independent judgment in carrying out the associated duties and functions under the direction of the Assistant Fire Chief/EMS Coordinator. Requires the ability to apply and combine technical knowledge, emergency service skills with training knowledge. Position requires the wearing of a Department uniform and is required to carry a Department pager on-duty. The person in this position is solely accountable for the fulfillment of all duties and authority commensurate with the assigned responsibilities. During occasions of local emergencies, this position may be required to perform tasks which may result in extended work hours as well as extended periods of time away from family members.

REPORTING RELATIONSHIPS

Reports To: Assistant Fire Chief

Supervises: None

ESSENTIAL POSITION FUNCTIONS

*Reviews all EMS reports for thoroughness, accuracy, and adherence to proper protocols; maintains Departmental/Divisional files of EMS reports and dispenses of excess copies in accordance with State law.

*Retrieves, reviews, advertises, and processes all incoming correspondence from Station (s) Paramedics regarding equipment repairs and/or replacement supplies, operational problems, etc.

*Along with the Assistant Fire Chief/EMS Coordinator, assists with the requisition, distribution and inventory control of approved drugs, medical supplies and equipment pertaining to EMS operations.

*Performs quality assurance activities including monitoring the effectiveness of training pro-

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grams by measuring outcomes, monitoring quality of service, and providing recommendations for improvement or the addition of new programs.

*Coordinates EMS training programs and performs associated record keeping. Coordinates training activities with Assistant Fire Chief, District Chiefs, County Officials, St. Petersburg College, County Medical Director and other individuals/organizations as necessary.

*Prepares specifications needed for the appropriation and subsequent purchase of any supplies, equipment, and/or EMS related vehicles; maintains inventory on EMS equipment and supplies.

*May represent the City at meetings in areas of EMS as determined by the Fire Chief or Assistant Fire Chief.

*Ensures that the State ALS vehicle permits and ALS provider licenses remain in a current, active status.

*Performs periodic inspections of all Stations for proper EMS supply storage and biomedical waste control procedures.

*Ensures that all Philips equipment such as MRx Monitors, Battery Support Systems, among others, complies with current preventative maintenance schedules; arranges for repair and service calls on an as needed basis.

*Assists the Assistant Fire Chief with the maintaining of the narcotics master log to ensure that all inventories have a current shelf life date.

*Monitors trends, laws, and rules as they apply to EMTs and Paramedics.

*May respond to any emergency situation for purposes of observing and evaluating the effectiveness, proficiency, and efficiency of Firemedics and other personnel providing Emergency Medical Services.

*Maintains a professional and cooperative working relationship with the County Medical Director and County Medical personnel.

*Assists the Assistant Fire Chief/EMS Coordinator with maintaining the Department's Certificate of Need and Necessity as issued by the County for the providing of ALS Service.

*Performs other job related duties that are consistent with assigned Section responsibilities.

*Practices Departmental/Divisional Policies and Procedures and the City's Policies and Procedures.

*Maintains up-to-date EMS training records, accurate personnel EMS training files, and complete EMS documents relating to all phases of the position.

*Participates in the Department's Disaster Preparedness Planning activities.

*Assists the Assistant Fire Chief/EMS Coordinator with the EMS Section's annual operating budget.

*May be assigned by the Fire Chief and/or Assistant Fire Chief, projects for coordination, research, development, and/or implementation.

*Participates and attends meetings as needed.

*Prepares specifications for the appropriation and subsequent purchasing of necessary EMS materials, equipment and supplies.

*Participates in seminars, and training courses; keeps abreast of technological advances related to firefighting/EMS activities.

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MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

Graduation from an accredited high school or possession of an acceptable equivalency diploma. Must meet EMT and Paramedic certification requirements of the State of Florida and the Office of Medical Director for Pinellas County. Must be a non-smoking/non-tobacco using person, both on and off the job at time of employment and maintain the same status throughout the term of employment. Shall successfully pass any Department/Division required written or oral examinations prior to employment. Must have considerable knowledge of paramedic skills and techniques and the proper operation of electronic medical equipment. Extensive knowledge of the appropriate procedures and methods used in providing safety and comfort in the handling and treating of patients. Five (5) years continuous paid service as a Paramedic or Firemedic. Considerable knowledge of State and Federal laws relating to Paramedic functions and control of drugs, narcotics, intravenous solutions and related emergency medical equipment. Considerable knowledge of pre-hospital patient care both Basic and Advanced Life Support. Ability to understand and follow oral and written instructions quickly. Ability to establish and maintain effective working relationships with employees and management as necessitated by the work. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively perform prolonged and strenuous work under adverse emergency conditions involving physical and mental stress. Experience in the operation and maintenance of Advanced Life Support Equipment utilized by the Fire Rescue Department. Excellent physical condition and the ability to pass a physical examination by the City's contracted physician. Knowledge of modern data processing equipment, audio and visual equipment. Extensive knowledge of modern methods of emergency medical service and of the use and maintenance of EMS and rescue equipment within the Department and Pinellas County. Ability to apply analytical skills for all related activities and interpret data for making effective decisions, recommendations reports, etc.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS

Possession and maintenance of a current State of Florida Paramedic Certificate at time of employment. Must meet the certification requirements of State of Florida and the Office of Medical Director for Pinellas County for Paramedic. Possession of Florida Division of State Fire Marshal Fire Officer I Certificate (or higher) and Fire Instructor preferred. Possession and maintenance of a current American Heart Association CPR card, ACLS and BTLS and ITLS (or equivalent) at time of employment in this position. Possession and maintenance of a valid Florida Class E Driver's License.

ESSENTIAL PHYSICAL SKILLS

Ability to meet and maintain standards as established by the EMS Medical Director. Job tasks may require frequent lifting and carrying of heavy weights (forty-five (45) pounds and over), climbing, good vision, good hearing, ability to distinguish odors, ability to walk, run, drive vehicles, crawl, stoop, push, pull, jump, grasp hoses, grasp and manipulate small objects, work on uneven surfaces, and use other emergency medical equipment as required. Must be able to

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effectively communicate, both orally and in writing. Must be able to use all audio/visual and other electronic equipment needed in the presentation of training programs and materials. Must be able to utilize a computer and/or typewriter keyboard, and all audio/visual equipment necessary to perform the assigned duties.

ENVIRONMENTAL CONDITIONS

A considerable amount of time is spent working inside office facilities. Work is occasionally performed in emergency conditions which may often involve extreme danger and exertion under stressful and hazardous conditions such as, cramped conditions, downed power lines, in and among moving vehicles, and varying and inclement weather, among others.

NOTE: Reasonable accommodation considerations will be made for otherwise qualified individuals with a disability.