

CITY OF LEWISTON

Job Description

Council Approved: 12/13/23

Position Title: Emergency Medical Technician (EMT)
Reports to: Ambulance Director
Supervises: N/A
Location: St. Charles (Primary); Lewiston (Secondary)
FLSA Status: Non-Exempt
Classification: Full-Time

JOB PURPOSE SUMMARY

The primary responsibility is support of daily operations at the St. Charles Ambulance Service including response to 911 calls. Assist with scheduling, inventory, personnel, and records maintenance. Assist in training of new volunteer members. Assist with the Emergency Medical Responder (EMR) Training Program and CPR/First Aid instruction. Performs support duties to the ambulance service within the City of St. Charles or the City of Lewiston, as directed.

DESCRIPTION OF WORK

Under the direct supervision of the Ambulance Director, the EMT is responsible for emergency medical response, scheduling, inventory, and records maintenance. Assisting new members, and providing support to the ambulance service, as directed. Assisting with the EMR training program, CPR/First Aid instruction.

This position reports to the Ambulance Director and communicates internally with Ambulance Volunteer EMR/EMTs, City Administrator, Deputy Clerk, Administrative Assistant, EMT/Admin-Lewiston, and other city staff. This position communicates externally with customers and patients, state and regional EMS programs, billing company and other health providers (hospitals, assisted living homes, fire response, insurance programs, county dispatch, suppliers, and vendors).

ESSENTIAL JOB FUNCTIONS

- Respond to all 9-1-1 calls when working and scheduled.
- Maintain private and confidential information with appropriate discretion.
- Assists in the scheduling of volunteer members.
- Assists in Run Reviews and Quality Assurance.
- Assists in preparing and reviewing volunteer payroll.
- Assists in preparing reports for City Council
- Perform ambulance inspections and general cleaning.
- Maintain ambulance equipment and inventory supply.
- Perform cleaning of ambulance facility.

- Attends public relation events within community, schools, or as directed during working hours.
- Attend all mandatory continuing education and required safety training programs.
- Preparation of EMR class materials, and equipment.
- Teach CPR & First Aid Classes when scheduled during working hours.
- Meet all job requirements as outlined in the National Standard Curriculum for EMT.

ADDITIONAL JOB FUNCTIONS

- Completes tasks for other department heads within the city when requested.
- Performs other job-related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of applicable laws-rules/regulations related to Ambulance & EMS Operations.
- Knowledge of service area roads and highways.
- Skills in operating ambulance and other EMS equipment.
- Skills in organizing fundraising activities.
- Ability to quickly respond to emergency decisions and take appropriate action.
- Ability to exert light to moderate to considerable physical effort in performing work with ambulance and emergency service.
- Ability to keep current on changes affecting ambulance and EMS.
- Ability to plan, direct and organize the work of volunteers.
- Ability to communicate effectively orally, and in writing, and speak/present to a variety of groups.
- Knowledge of basic accounting/bookkeeping principles and practices
- Customer service skills.
- Ability to use computer and related software, including Microsoft Office and Excel.
- Ability to type or enter data into computer with speed and accuracy.
- Ability to work under pressure and with frequent interruptions.

EQUIPMENT USED

This position uses a variety of medical equipment found within the ambulance. Stretcher, stair chair, cardiac monitor, mechanical CPR device and other related medical equipment. Safe operation of the ambulance will also be required. The position will also include the use of basic office equipment such as a computer, tablet, copier, and printer.

WORKING CONDITIONS

Work is performed inside and outside, depending on the activity. Work involves a variety of movements such as standing/walking, sitting, bending, crouching, pushing/pulling, repetitive movements and twisting. Exposure to temperature extremes, and infectious diseases while

responding to calls. Calls may involve lifting/carrying people and equipment. Must be able to operate a motor vehicle and two-way radio.

MINIMUM QUALIFICATIONS

- NREMT Certification
- Ability to obtain State of MN EMT Certification
- American Heart Association BLS Provider Certification
- CEVO Ambulance Certification (or equivalent)
- Class D Driver's License

PREFERRED QUALIFICATIONS

- One year experience working on an ambulance service.
- Experience in teaching EMS related coursework.
- American Heart Association Instructor Certification (the successful candidate will be required to obtain this certification if not already certified).
- Experience working in municipal government.
- AAS degree (or higher) in accounting, finance, business administration or related field.

CONDITIONS OF EMPLOYMENT

- Must possess a valid Minnesota Driver's License.
- Must comply with organizational and departmental policies.
- Must successfully pass a reference and background check.
- Ability to establish and maintain cooperative working relationships with city officials and city staff, county, state and federal agencies and the public.