

Grafton Volunteer Fire Department Inc.

1431 13th Avenue
Grafton, WI 53204
(262) 375-0136

EMT Job Description

General Description

Emergency medical duties, under the certification of EMT, require the EMT to come in contact with individuals in a variety of emergency and life-threatening situations. The EMT, must size up the situation and attempt to stabilize the individual in order to transport to the nearest medical facility. While performing medical services, the EMT may also be involved in rescue attempts, involving extrication from vehicles, removing victims from hazardous situations, or while the individual is in various forms of emergency trauma.

Although emergency medical duties and rescue work are most difficult and responsible areas of activity, a portion of time is spent drilling and studying methods, techniques, and organization, and routine duties in the care and maintenance of apparatus and equipment. Superior officers give specific orders and directions, but work requires initiative and a thorough individual understanding of emergency scene and EMS methods.

EMS Functions

Note: In all of the firefighting job duties, it shall be understood that the EMT must, in certain situations, be able to perform the functions while wearing firefighting gear, clothing, protective equipment and positive pressure equipment.

EMS:

- Performs cardiopulmonary resuscitation on victims of smoke inhalation, heart attack, drowning, and electrical shock.
- Examines victims at accidents to determine extent of injuries and determines which victims will be treated first.
- Physically removes airway obstructions from throat of victims.
- Perform resuscitation with appropriate equipment.
- Performs treatment necessary to stop and control bleeding, immobilize, and prepare patient for transport.
- Transports patients to the appropriate facility and completes all required paperwork.

Non-Emergency Duties:

- Assists in cleaning and maintaining apparatus quarters, building, equipment, grounds, office equipment, and other related work as required.
- Assists in conducting tests on equipment in order to ensure that it is in good working and safe condition.
- Assist in the maintenance of inventory records for all equipment and supplies.
- Provides public fire safety education programs as necessary.
- Demonstrates emergency medical equipment in quarters to groups visiting stations when assigned.
- Assists in the reporting of EMS incidents to various federal, state, and other agencies as appropriate.
- Gathers information for grants proposals. Prepares, submits and presents all grants to organizations that contribute.
- Ensures that the EMT and the department are up to date with the latest federal, state and/or local laws pertaining to medical procedures, reporting of incidents, and any other legal mandates.

Training

- Assists in conducting training of various education courses as assigned.
- Participates in training activities as required to maintain skills, certifications, and knowledge.

Supervision

- May be asked to supervise the daily operations of the fire station in the absence of other supervisory personnel.
- Supervise and delegate work to other personnel.
- Assist in the maintenance of personnel records.
- Respond to member complaints and grievances. Ensures that incidents are reported to the Fire Chief.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required at the time of hire or for continuation of employment.

EDUCATION AND EXPERIENCE:

- High School diploma or equivalent.
- Must complete the requirements for an EMT in the State of Wisconsin
- Instructor certifications preferred for training personnel.
- Valid Wisconsin Driver's license
- Good driving record

SKILLS AND ABILITIES:

- Ability to cooperate with staff, and the public.
- Able to face and make life or death decisions during emergency conditions.
- Ability to work independently and with a team at incidents of uncertain duration and at unpredictable times.
- Acts a representative presenting oneself as a calm, knowledgeable, efficient, and effective public servant.
- Ability to maintain confidentiality of materials and patient information.
- Ability to work in a hectic, busy, and sometimes stressful environment.
- Ability to perform duties with minimal supervision.
- Thorough knowledge of EMS boundaries and emergency rescue procedures.
- Thorough knowledge of life saving techniques.
- Ability to use manual and power tools in performance of duties.

LANGUAGE SKILLS:

- Ability to communicate effectively with members, officials and the public.
- Ability to communicate effectively in both written and verbal form.

MATHEMATICAL SKILLS:

- Ability to perform basic math skills – add, subtract, multiply and divide in all units of measure whole numbers, common fractions, and decimals.

REASONING SKILLS:

- Ability to organize time and resources.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems.
- Ability to plan work and establish priorities

PHYSICAL WORK ENVIRONMENT: The physical demands and work environment described are representative of those that must be met by a member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A member must regularly be required to stand, walk, sit, talk, and hear, use hands to finger, handle or feel. Also regularly must be able to bend, stoop, twist, and reach with hands and arms. On occasion, a member must be able to climb or balance.
- A member may be asked on a regular basis to lift 50 pounds.
- Vision requirements are close, distance and color vision, peripheral and depth perception and ability to adjust focus.

- Members may be expected to perform duties outdoors in all types of weather on emergency scenes.
- At emergency scenes the member may be required to lift or drag persons and objects in excess of 100 lbs. Additionally members will be required to stand, walk, stoop, reach, bend, climb and/or balance.
- Members at emergency scenes will be required to work at excessive heights via use of ladders or lifting devices and will be exposed to excessive heat, cold, wet, air contaminants, confined spaces, and hazardous situations.
- Will come in contact with individuals who are injured, sick, mentally unstable or violent.