



# Greenwood County, SC Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).
Class Title: EMT - Basic	Department: EMS Operations
Pay Grade: 109a	Revised: 7/1/15

## **General Description**

The purpose of this class within the organization is to respond to emergency medical calls promptly, providing patients quality medical treatment and transportation to appropriate medical facilities. Performs SC Approved EMT-Basic skills as allowed by local medical control. Completes required records and performs routine maintenance of equipment and vehicles.

Works under close to general supervision according to set procedures, but determines how or when to complete tasks.

## **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

## **Essential Functions:**

Responds to emergency calls, providing basic life support treatment and first aid to patients, as well as transportation to appropriate medical facility. Obtains patient medical history if possible; assesses physical condition of patients and assists in making decisions regarding proper courses of action. Performs such duties as CPR, splint application, wound treatment, control of bleeding, monitoring and relaying of vital signs, oxygen administration and sterile suctioning.

Operates an ambulance and a wide range of life-saving / life supporting equipment, tools, generator, safety gear, siren, medical instruments, radio and supplies.

Communicates via radio with radio dispatch center, hospital personnel and other public safety agencies to receive and to transmit instructions involving patient care. Provides instructions to first responders and bystanders in the use of first aid equipment.

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Assists in securing accident scenes as necessary, performing such duties as gathering information, preserving evidence, providing crowd/traffic control and assisting with auto extrication.

Completes required records and forms documenting patient treatment.

Assists with the inspection and maintenance of emergency vehicles and the performing of daily supply and equipment inventory; restocks and cleans/decontaminates equipment in preparation for subsequent medical responses and shifts. Performs safety checks of ambulances and assures that routine maintenance is performed.

Receives, reviews, prepares and/or submits various documents including daily logs, vehicle maintenance logs, patient bills, supply order forms, patient treatment and insurance records, inventory lists, check sheets, incident reports, Coroner's reports, etc.

Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, other County department staff, law enforcement personnel, S.C. Wildlife Department officers, rescue squad personnel, fire department personnel, Coroner, Solicitor, attorneys, public utility workers, patients and their families, hospital staff, news media, life guards, DHEC inspectors, nursing home personnel, inmates, funeral home personnel, morgue personnel, pathologists, Poison Control Center personnel, etc., and the general public.

### **Additional Duties:**

Attends in-service training as required to maintain certification.

Assists with new employee orientation/training.

Assists with general housekeeping of station and ambulances.

Participates in public relations activities as necessary.

Performs safety checks and assures maintenance is performed on ambulances.

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Transports patients to other facilities and home.

Performs related work as assigned

## **Responsibilities, Requirements and Impacts**

### **Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters or posts data or information.

### **People Responsibility:**

*People include co-workers, workers in other areas or agencies and the general public.*

Serves others such as customers, attends to their requests and exchanges information with them.

### **Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials or supplies.

### **Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

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Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.

### **Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.

### **Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.

### **Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs semi-skilled work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

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## **Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is moderately serious – affects work unit and may affect other units or citizens or loss of life could occur but probability is low.

## **Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs very heavy work that involves constantly lifting, pushing, and carrying 50 to 200 pounds or more on a regular and recurring basis and exerting 100 pounds of force on a frequent basis. Includes moving patients to safety or onto stretchers.

## **Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Handles or uses machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

## **Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

Involves routine and frequent exposure to radiation, disease/pathogens, potentially violent environments, traffic hazards and inclement weather.

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## **Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (Does not include safety of subordinates).*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

## **Minimum Education and Experience Requirements:**

Requires High School graduation or GED equivalent supplemented by EMT courses/training equivalent.

No prior experience is required.

## **Special Certifications and Licenses:**

SC EMT-Basic Certification

CPR Certification

Valid SC Driver's License

## **Americans with Disabilities Act Compliance**

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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