

**City of Nashwauk**  
**Emergency Medical Technician(EMT)**

**Position Title:** Emergency Medical Technician (EMT)  
**Department/Location:** Ambulance Service/Safety Complex  
**Immediate Supervisor:** EMS Coordinator  
**Position & FLSA Status:** Full-time/Non-exempt/Essential  
**Latest Date of Revision:** 1/8/21 approved 2/16/21  
3/13/2024

**POSITION SUMMARY:**

An EMT functions as a primary care provider in a pre-hospital setting. They are responsible for all aspects of care provided to the sick and injured. An EMT is responsible for providing Basic Life Support (BLS) services within the Patient Service Area (PSA) and the surrounding areas while adhering to the policies and procedures of the Nashwauk Ambulance Service to provide the best care to patients.

**ESSENTIAL FUNCTIONS OF POSITION:**

The duties listed are intended only as illustrations of the various types of work that may be performed. Omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position.

- Perform emergency medical technician (EMT) work including BLS functions within the policies and procedures of current Nashwauk Ambulance Guidelines as overseen by the Medical Director for the service.
- Respond to all calls in the Patient Service Area (PSA) or by request for mutual aid which requires operation of an ambulance in a variety of weather and road conditions.
- Determine the nature and extent of illness or injury and establish priority for required emergency care.
- Administer necessary care on site often in hazardous terrain and in route to emergency facilities.
- Request additional assistance or special rescue through radio dispatch.
- Determine the most appropriate facility for patient transportation based on the condition of the patient, the extent of injuries, and available facilities.
- Attend monthly ambulance meetings.
- Train on BLS skills regularly while on shift.
- Attend quarterly in-house training and outside training pertinent to the EMT position.
- Maintain accurate and complete reports on all response calls and patient care or treatment immediately following each call for billing and documentation purposes.
- Exhibit courteous, compassionate, respectful treatment of patients (customers) and patient family members.
- Maintain strong working relationships with the EMS Coordinator, co-workers, other city staff and emergency personnel within the City and surrounding areas.
- Display a positive attitude and flexibility in changing situations to function as a successful member of a team.
- Maintain professional appearance and attitude when working for or representing Nashwauk Ambulance Service.
- Wash ambulances inside and out regularly, perform rig checks during every shift and after every call, and check operational functions of each ambulance.
- Inventory medical supplies, checking for expirations on medications and equipment. Inform proper individuals of supply needs for service.
- Provide mentorship to paid on-call employees within the department.
- Complete daily cleaning tasks of common areas throughout the facility including bathrooms, trash, etc.
- Function at an optimum level in a non-structured environment that is constantly changing and is often highly stressful.

## **QUALIFICATIONS:**

- Considerable knowledge of ambulance service operations and emergency vehicle and equipment operations in a variety of conditions.
- Considerable knowledge of rescue and emergency medical techniques.
- Strong desire to complete continuing education to stay up to date on the most recent EMT best practices.
- Ability to work with other area ambulance services, rescue squads, and fire departments to maintain a smooth working relationship.
- Ability to read and interpret documents, manuals, and report preparation instructions.
- Ability to communicate effectively, both orally and in writing.

## **MINIMUM REQUIREMENTS:**

- High School diploma/GED
- Current Minnesota State Certified EMT/National Registry
- Valid Minnesota Driver's License with no major infractions
- Current BLS (Basic life Support) Card

## **PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS:**

The conditions herein 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 a person with disabilities to perform the essential job functions.

Essential functions of the EMT position may require maintaining physical condition necessary for sufficient mobility to work in the Ambulance Service; walk, stand, sit or run for prolonged periods of time occasionally stressful conditions; often stoop, bend, kneel, crouch, reach and twist; occasionally climb and balance; regularly push, pull, lift and carry light to moderate weights; operate Emergency medical equipment such as an Ambulance; lift and maneuver patients; lift and operate an approved fully loaded stretcher; operate general office equipment such as computers; see in the normal range with or without correction; hear in the normal audio range with or without correction; requires a sense of touch and finger dexterity and gripping with hands and fingers. This employee is required to complete mask fit testing yearly.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as needs of the employer and the requirements of the job change.