



Merrimack Fire Rescue

On Call Part Time EMS Attendant Job Summary 07/2008



An EMS Attendant shall be responsible for the efficient performance of required duties in conformance with the rules, regulations, and policies contained in the manual of department operations. Provides EMS, rescue, and other life saving services to the community working as a member of a company or team.

SUPERVISION RECEIVED

Closely supervised by and receives orders from officer assigned to company or station, or by Paramedic assigned to Ambulance Company.

SUPERVISION EXERCISED

Occasionally supervises firefighters assigned to Ambulance Company as senior EMS Attendant on a crew.

EXAMPLES OF DUTIES

(Any one position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in positions of this class.)

1. An EMS Attendant shall respond to emergency calls and initiate whatever rescue procedures are required, including the evacuation and stabilization of person(s) involved.
2. Reports directly to Shift Officer or in the absence of one of the shift officers, to the senior EMS Provider.
3. Performs lifesaving procedures when needed, including medical and rescue procedures.
4. Operates a wide variety of highly specialized tools and equipment.
5. Operates a wide variety of vehicles and apparatus including rescues, ambulances, and support vehicles.
6. Attends training courses related to basic fire fighting support services, emergency medical aid, and participates in related drills.
7. Shall have the ability to endure extended periods of intensive physical activity in all types of weather.
8. Shall have the physical ability to actively participate in the strenuous activities required in rescue and EMS work including, but not limited to, carrying patients down multiple flights of stairs, extrication activities, patient stabilization procedures and rescue evolutions.

9. Obeys all orders, rules, and regulations of the department and Town of Merrimack.
10. Drive and/or attend emergency ambulance to and from emergency medical aid calls. Render medical aid as required; remove persons from danger and perform rescue.
11. Clean and service the assigned apparatus and maintain it in a good condition of readiness; report mechanical failures or difficulties to the Assistant Chief of Operations and instruct relief driver in equipment operation.
12. Prepares patient care report forms, billing forms and incident reports when serving in capacity of primary EMS attendant.
13. Whenever necessary, shall take whatever life saving measures necessary to prolong the life of any victim of accident, injury, illness, or assault, and shall continue such efforts until proper medical assistance is available.
14. Shall have available a valid New Hampshire Driver's License and their official department identification.
15. Shall not leave their assignment or area during the tour of duty, except with the permission of the Shift Officer or upon urgent emergency business requiring their immediate attention, or when directed to do so by the dispatcher when the need arises to assist.
16. Shall consistently direct their best efforts to accomplish tasks assigned to them that end intelligently and efficiently, and shall hold themselves in readiness at all times to answer the calls assigned and obey the orders of their superior officer(s).
17. Identify incidents that are potentially serious public safety or governmental problems.
18. Coordinate efforts with other personnel in the department so that teamwork may ensure continuity of purpose and maximum achievement of fire/EMS objectives.
19. Maintain protective clothing and equipment in a functional, presentable condition.
20. Assist citizens requesting assistance or information; courteously explain any instance where jurisdiction does not lie with the Fire Department and suggest other procedures to be followed.
21. Shall take corrective measures in hazardous or unsafe conditions and report incidents outside their control to the appropriate authority.
22. Is required to minimize the liability of the Town of Merrimack to this end: shall correct or report any hazards or deficiencies in Town buildings, equipment, or rights-of-way.
23. Shall have the ability to understand and carry out written and oral instructions.
24. Shall perform any other duty assigned.

- 25. Is expected to protect the privacy of all patient information in accordance with the Company's privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider.
- 26. May access protected health information and other patient information only to the extent that is necessary to complete your job duties. May only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other operations
- 27. Is encouraged and expected to report, without the threat of retaliation, any concerns regarding Merrimack Fire Rescue's policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Working knowledge of all phases of fire department and emergency management operations, tactics and strategy incident command, technical rescue, leadership and communications skills. Knowledge of personal computers and Windows based operating systems and software programs including Word. Knowledge of all applicable laws, codes, and standards. Ability to establish and maintain effective and positive relations with all personnel in the department, public officials, and the public. Ability to function as a team player.

MINIMUM QUALIFICATIONS REQUIRED

Certified Emergency Medical Technician - Basic, Hazardous Materials Operations and Awareness.

COGNITIVE AND SENSORY REQUIREMENTS

Talking: Necessary for communicating with others.
 Hearing: Necessary for taking instructions and receiving information.
 Sight: Necessary for doing job effectively and correctly.

DURING AN 10 HOUR SHIFT, EMPLOYEE IS REQUIRED TO

| <u>Consecutive</u> | <u>Hours</u> |
|--------------------|------------------------|
| Sit | 1 <u>2</u> 3 4 5 6 7 8 |
| Stand | 1 2 <u>3</u> 4 5 6 7 8 |
| Walk | 1 2 <u>3</u> 4 5 6 7 8 |
| | |
| <u>Total Hours</u> | |
| Sit | <u>1</u> 2 3 4 5 6 7 8 |
| Stand | 1 2 <u>3</u> 4 5 6 7 8 |
| Walk | 1 2 3 <u>4</u> 5 6 7 8 |

ENVIRONMENT

Inside: 25% Outside: 75%

Operating in high stress and potentially life and death situations in all light conditions. Exposed to all weather conditions and temperatures including high and low heat, high and low humidity, rain, snow, ice, fog, dangerous storms, blizzards and flooding; hazardous materials spills, motor vehicle accidents and highway traffic, injured people, and uneven surfaces. Dangerous conditions could include possible exposure to fire, smoke, heat, radioactive material, toxic chemicals, steam, explosion, building collapse, blood borne pathogens, violent people, terrorist acts, and building and wild land fires.

EQUIPMENT USED

Computer, telephone, copy and FAX machine, radios, pagers, personal protective equipment, research material, emergency generator, washing machine, clothes dryer, physical fitness equipment, hydraulic rescue tools, boats, water rescue suits, rescue trucks, ambulances, air monitoring equipment, defibrillator/monitor, stretcher, glucometer, pulse oximeter, blood pressure cuff, stethoscope, extrication devices, immobilization equipment.

HAND MANIPULATION

Grasping: Frequently required.
Handling: Frequently required.
Torquing: Frequently required.
Fingering: Frequently required.

Controls and Equipment: Computer, telephone, copy and FAX machine, radios, pagers, personal protective equipment, research material, emergency generator, washing machine, clothes dryer, physical fitness equipment, hydraulic rescue tools, boats, water rescue suits, rescue trucks, ambulances, air monitoring equipment, defibrillator/monitor, stretcher, glucometer, pulse oximeter, blood pressure cuff, stethoscope, extrication devices, immobilization equipment.

LICENSURE/CERTIFICATION REQUIREMENTS

Valid NH Drivers license (CDL preferred), Nationally Registered Emergency Medical Technician, certified Hazardous Materials Awareness and Operations.

OTHER TRAINING, SKILLS, AND EXPERIENCE REQUIREMENTS

HS Diploma or GED. Associates Degree in Emergency Medical Services or related field preferred. Demonstrated oral and written communications skills.

SPECIFIC VOCATIONAL PREPARATION REQUIREMENT(S)

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days.
- 4. 91-180 days.
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.

PHYSICAL ACTIVITY REQUIREMENTS

Ability to perform EMS and rescue duties; ability to participate in emergency operations under all weather conditions on uneven ground, moving or standing water, partially destroyed structures; lift patients when assisting ambulance crews, lift and carry victims, ability to wear EMS full personal protective equipment, ability to maintain balance on slippery surfaces, ability to float in water wearing water rescue suit, ability to float and swim in water wearing personal floatation device, ability to crawl into confined spaces, ability to lift and carry heavy equipment, ability to work long periods of time.

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs.: Frequently required.
 LIFT 11 to 25 lbs.: Frequently required.
 LIFT 26 to 50 lbs.: Frequently required.
 LIFT over 50 lbs.: Frequently required.

CARRY up to 10 lbs.: Frequently required.
 CARRY 11 to 25 lbs.: Frequently required.
 CARRY 26 to 50 lbs.: Frequently required.
 CARRY over 50 lbs.: Frequently required.

REACH above shoulder height: Frequently required.
 REACH at shoulder height: Frequently required.
 REACH below shoulder height: Frequently required.

PUSH/PULL: Frequently required.

OTHER PHYSICAL CONSIDERATIONS

Twisting: Occasionally required.
 Bending: Frequently required.
 Crawling: Occasionally required.

Squatting: Frequently required.
Kneeling: Occasionally required.
Crouching: Occasionally required.
Climbing: Frequently required.
Balancing: Occasionally required.

WORK SURFACE(S)

Uneven surfaces in and around emergency scenes, in and around partially destroyed buildings, on wet and slippery surfaces, on snow and ice covered surfaces, on debris covered surfaces, on roadways, in fields and woods, on multiple levels and stairs, in the rear compartment of ambulances, in confined spaces, on pitched or slanted roofs, on or in a vehicle in all positions, including upside down, and/or in vehicles in water and on or near rivers, ponds and streams.