



Klamath County Fire District No. 1

Job Description

EMS- EMT, AEMT, EMT-I

SALARY: EMT/AEMT- \$3022.94- \$3520.24*

EMT-I \$3527.18- \$4107.42*

*Wages as of 7/1/2017

GROUP: IAFF

DIVISION: EMS

REPORTS TO: Company Officer

FLSA STATUS: Non-Exempt

CLASSIFICATION: Non-management

STATUS: Full-Time

LOCATION: Varies

POSITION OVERVIEW

This position is responsible for carrying out the duties assigned by the supervising Company Officer. EMS personnel are required to work in strict compliance with all rules and regulations that govern Klamath County Fire District No. 1 (KCFD1). This position responds to call for basic and advanced life support emergency medical services, during day to day operations, and mass casualty and man-made/natural disasters; performs Interfacility Transports including treatment to scope; provides EMS standby at events and incidents, provides non-emergency medical treatment according to Standing Orders; operates KCFD1 vehicles, specialized equipment, and tools; assists in routine maintenance, cleaning, and inspection of KCFD1 vehicles, equipment, facilities, and tools; and may be responsible for project work.

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RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

Responsibilities and duties may vary but the essential job duties will include the following:

1. Performs duties at an assigned station in accordance with the departmental work rules, policies, and procedures, Standard Operating Guidelines, and the Collective Bargaining Agreement.
2. Respond to a variety of emergent and non-emergent incidents, working with other personnel as a company unit unless otherwise ordered.
3. Performs patient assessment, manages basic and advanced life support treatment for patients in accordance with adopted Standing Orders.
4. Prepares reports documenting accident scenes and patient care, and gathering billing information in a complete and accurate manner, using correct grammar, spelling, and mathematics.
5. Provide emergent and non-emergent pre-hospital care and/or transportation and shall perform and/or assist in medial inter-facility transports.
6. Operates ambulances along with specialized equipment and tools, cleans and maintains the ambulance, emergency medical equipment, and facilities.
7. Performs a variety of routine station duties which may include daily apparatus checks, housekeeping duties, routine station maintenance, minor vehicle repair and maintenance, and routine monthly and quarterly apparatus and equipment checks.
8. Participates in daily training activities as prescribed by the District including instructing all emergency service topics as it relates to the appropriate level of PPE.
9. Maintains proficiency in EMS skills as applicable to the level of EMT certification. Proficiency is based upon performance standards with a strong emphasis on safety.
10. Maintain proficiency in the operation of assigned apparatus including all aspects of driving and associated apparatus operations.
11. Participates in various internal committees and groups, working toward increasing the efficiency and effectiveness of the departmental operations.
12. Assists in non-fire/EMS activities as assigned, such as station tours and providing information to visitors; assists the public with questions and concerns relating to EMS; and participates in various public health events.
13. Performs other duties as assigned.

SUPERVISORY CONTROLS

The supervisor outlines the overall objectives and priorities, timelines, and the financial and personnel resources available. The employee plans and schedules recurring work, handles problems, and completes work using own initiative, exercising judgement according to previous training, experience, and instructions. Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, accuracy, and compliance with applicable laws, regulations, policies, and procedures.

PHYSICAL REQUIREMENTS

The physical demands described here 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 individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to talk; hear; sit; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell. Strenuous physical exertion may be necessary and performance of duties may go for long periods without rest cycles or meal periods.

This position can be physically demanding, requiring good health and physical condition to adequately perform job duties. Employees must successfully pass an annual fit for duty exam based on NFPA 1582. Employees may be required to lift and/or move up to 100 pounds and occasionally lift and/or move heavy loads. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

JOB CONDITIONS

This position may be assigned a 24-hour shift schedule. Shift shall be 48/96 working the established and published A, B, C shift schedule. Overtime is paid for time worked over and above the regular work schedule or any hours over 136 in an 18-day work period.

This position may also be scheduled as a 40-hour work week, as identified by the Fire Chief.

All positions respond to calls from an assigned Fire Station.

It is the attendance standards of the employer that all employees are present and on time each shift they are scheduled to work. Unauthorized full or partial absence during any scheduled shift, arriving late, or leaving early, for whatever reason, may result in disciplinary action up to and including termination of employment. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency.

Position requires responding to alarms, which may occur at any time.

This position requires daily use of KCFD1 vehicles and technical emergency response equipment.

The work environment may include indoor and outdoor stations, residential, commercial, and industrial settings, near moving machinery and traffic.

All types of weather conditions may be encountered, including temperature extremes, wet, dry, hot and below freezing weather, during day and night in stressful emergency situations.

Exposure to alarms, noxious odors, risk of electrical shock, and vibration, with potential exposure to bodily fluids; airborne, blood borne and other communicable diseases.

Noises levels from: quiet office setting to high levels at an emergency scene.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to work in close quarters and maintain a harmonious relationship with all other employees and the general public, even under stress.

Must have the ability to communicate effectively, both in oral and written form.

Must have the ability to understand and follow oral and/or written instructions during stressful and non-stressful conditions.

Ability to understand the Incident Command System (ICS), and the Accountability System as adopted by KCFD1.

Must be knowledgeable of street names, layout, physical conditions, locations, block numbers, and target hazards within the KCFD1 service area. Must have an in-depth knowledge of the assigned response area.

TRAINING PERIOD

The required probationary period for a new employee is twelve months. Upon successful completion of the probationary period of employment, the employee will achieve “regular” employee status. During this probationary year the employee will complete:

- EMS Academy Style Orientation to be completed prior to being assigned response duties.
- EMS Field Training Evaluation Program (FTEP) to be completed during their probationary year.

Employee will be assigned initially as the third person on an ambulance, and is expected to take approximately 1-2 months to move to a two-person ambulance and complete their EMS FTEP. This will occur when the employee becomes accustomed to KCFD1 terminology, processes, and reporting systems so they can operate as the second person.

QUALIFICATION REQUIREMENTS

Consideration will be given to any combination of education and experience that would reflect meeting the qualifications and provide the ability to successfully perform the duties of the position. Equivalent or additional education, experience, and certifications from other states or agencies may be considered.

Education

High School Diploma or GED.

Certifications/licenses

Must have an Oregon or National Registry Certificate as an EMT, AEMT, or EMT-I. Candidates must obtain and provide proof of Oregon certification by the date of hire. This certification must be maintained for the duration of employment.

Current CPR card.

Possession of a driver's license valid in Oregon and maintain a safe driving record throughout the duration of employment.

EVOC certified, NFPA Driver, or equivalent.

Must have OSHA equivalent HazMat Emergency Responder (Awareness and Operations).

IS 100, 200, 700, and 800.

PRE-EMPLOYMENT REQUIREMENTS

Employment for this position is contingent on clearance of the following:

Pre-Employment Drug Screen

Background Investigation

Physical Examination

Psychological Evaluation

ADA/EEO STATEMENT

In accordance with federal and state laws, Klamath County Fire District No. 1 is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, KCDF1 will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

JOB DESCRIPTION APPROVAL

I concur with the job duties and listed elements as defined in this job description.

Fire Chief Signature

Date

ACKNOWLEDGMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

My signature below confirms I have received and understand this job description and acknowledgement.

Employee Signature

Date