

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

**Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,
or Disability in Employment or the Provision of Services.**

We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment.

Date: 7/24/2018 **Department:** Emergency Medical Service (5105)
Title/(Status)/Job Code: Emergency Medical Technician (0825) **Reports To:** EMS Supervisor
Pay Grade/Salary Range: PG 201 - \$36,353.09 - \$49,076.67 **Closing Date:** Until Filled

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

A paraprofessional position responsible for rendering pre-hospital life support functions, other emergency care and rescue services including the operation of the ambulance.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Provides Basic Life Support care (in compliance with Chapter 401, Florida Statutes and Chapter 10D-66, Florida Administrative Code) according to the established County EMS Procedures Manual and applicable protocols and standing orders, to person in need of medical attention.
- Administers pre-hospital emergency rescue and medical services allowed within the scope of training. Assists the Paramedic partner in providing ALS care as assigned. Handles emergency and non-emergency patient transfers as assigned, including both in-county and out-of-county.
- Completes necessary written reports, including patient reports, patient bills, and daily team and unit reports in a timely, accurate fashion.
- Cleans and maintains ambulance and equipment on a daily basis, including maintaining required inventory of ambulance supplies, medical and life support equipment, and rescue equipment. Keeps assigned station clean.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Follows consistently the Board policies and procedures.
- Responds productively to change and performs all other related tasks as directed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Cardiopulmonary Resuscitation, and the use of other Basic Life Support life sustaining practices and equipment.
- Knowledge of safety and comfort measures and methods in the handling and treatment of patients.
- Knowledge and skill in defensive driving methods.
- Ability to become familiar with the roadway/highway systems within Highlands County.
- Knowledge of Florida safety requirements and privileges when responding to non-emergency and emergency situations.
- Knowledge of Florida traffic and driving regulations.
- Ability to communicate effectively both orally and in writing.
- Ability to make sound judgments.

- Ability to work as part of a team.
- Ability to adhere to physician instructions, protocols and standing orders.
- Ability to climb and skill to perform minor maintenance on an ambulance.
- Must have legible handwriting.
- Ability to maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors, and the general public.

PHYSICAL SKILLS:

This work requires the regular exertion of up to 10 pounds of force and frequent exertion of over 100 pounds of force; work regularly requires speaking or hearing, frequently requires standing, sitting, using hands to finger, handle or feel, lifting independently in excess of 125 pounds (or combined weight of 250 pounds) and repetitive motions and occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires tasting or smelling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

MINIMUM QUALIFICATIONS:

1. **EDUCATION AND EXPERIENCE:**

Graduation from high school or possession of an acceptable equivalence diploma. Maintain a current Florida E.M.T. certification and B.L.S./C.P.R. certification. Certification of completion of a Florida approved E.V.O.C. 16 hr. defensive driving course. Must be approved by the E.M.S. Medical director to practice as an Emergency Medical Technician. No comparable amount of training or experience may be substituted for the minimum qualifications.

2. **LICENSES, CERTIFICATIONS, OR REGISTRATIONS:** Must hold a current valid Florida Driver's License. Must have acceptable personal/professional driving history verifiable through State Driver's License Office.

3. **OTHER JOB RELATED REQUIREMENTS:**

Disaster Essential.