

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: 7/6/2017 **Department:** Emergency Medical Service
Title/(Status)/Job Code: Emergency Medical Technician (0825) **Reports To:** Shift Supervisor
Pay Grade/Salary Range: PG 201 - \$22,720.68 - \$30,672.92 **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:

- 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, 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.
- Responds productively to change and performs all other related tasks as required and as directed.

This is a **DIASTER ESSENTIAL** position.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Cardio-Pulmonary 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.

ESSENTIAL PHYSICAL SKILLS:

- Use of both hands with dexterity.
- Use of near and far vision.
- Complete hearing, use of both feet.
- Ability to operate a motor vehicle continuously for up to five (5) hours.
- Ability to climb, including stairs and ladders.
- Ability to lift and carry up to 150 pounds frequently.
- Must have successfully passed a departmental lifting test and be physically able to perform job duties.

ENVIRONMENTAL CONDITIONS:

Both indoor and outdoor work in a demanding, stressful environment. Frequent exposure to blood-borne pathogens. Occasional exposure to hazardous material and/or confined space situation.

SUPERVISORY RESPONSIBILITY: No direct supervisory control.

MINIMUM QUALIFICATIONS:

1. **EDUCATION AND EXPERIENCE:** 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. 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 Drivers License Office.