

## EMT-Basic – City of Port Aransas, Texas

**Job Title:** EMT- Basic  
**Department:** Emergency Medical Services  
**Reports To:** EMS Director/Chief  
**FLSA Status:** Non-exempt  
**Prepared By:** Personnel Director and Executive Assistant  
**Salary/Grade:** 15  
**Date:** 08/27/2019  
**Approved by:** David Parsons, City Manager  
**Approved date:**

**Summary:** Functions independently, once credentialed by the EMS Director/Chief, providing exceptional pre-hospital clinical medicine based on the Departments Protocols and Scope of Care. Must be able to utilize electronic communication including portable and mobile radios, electronic patient care records and have excellent written and verbal communication skills. Once cleared to independent duty, EMT-Basics are required to manage medical and trauma patients, direct to independent duty, EMT-Basics are required to manage medical and trauma patients, direct co-workers, first responders and bystanders. Must be able to maintain and trouble shoot medical equipment as well as keep equipment and vehicle clean and response ready.

**Essential Duties and Responsibilities include the following:**

- Report for duty on time and when assigned
- Maintain good physical condition and personal hygiene
- Ability to assess emergency scenes
- Lift 150 pounds with assistances
- Operate EMS vehicles under normal and emergency conditions
- Operate standard equipment; such as stretchers, cardiac monitors and standard diagnostic equipment
- Assist in extrication of persons from vehicles, bend and lift and perform CPR for extended periods of time
- Be able to stand for extended periods of time
- Work regularly assigned shifts, overtime when required and attend all mandatory in-service training
- Must be able to provide emergency care at the EMT-Basic level under adverse

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies-

- *Customer Service* - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance.
- *Oral Communication* - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- *Written Communication* - Writes clearly and informatively; able to read and interpret written information.
- *Leadership* – Exhibits confidence in self and others; accepts feedback from others.

- *Quality Management* - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- *Organizational Support* - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
- *Judgment*- Displays willingness to make decisions; exhibits sound and accurate judgment.
- *Planning/Organizing* – Prioritizes and plans work activities; uses time efficiently.
- *Professionalism* - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.
- *Quality* – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.
- *Quantity* – Meets productivity standards; completes work in timely manner.
- *Adaptability* - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- *Attendance/Punctuality* - Is consistently at work and on time; ensures work responsibilities are covered when absent.
- *Dependability*- Follows instructions, responds to management direction; takes responsibility for own actions.
- *Initiative* - Volunteers readily; Undertakes self-development activities; looks for and takes advantage of opportunities; asks for and offers help when needed.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High school diploma or general education degree (GED). Must possess thorough knowledge of current principles and practices of emergency care at the basic level. Prefer 1 year 911 experience.

**Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Must demonstrate excellent written communication skills.

**Mathematical Skills:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills:** To perform the job successfully, an individual should have knowledge of internet software and word processing software.

**Certificates, Licenses, Registrations:** Valid Texas Driver License in good standing. Must be certified or licensed by the Texas Department of State Health Services as an EMT-Basic (must not have state sanctions or disciplinary restrictions). Must be system credentialed (as required by the EMS Director/Chief) within 60 days of hire date.

**Physical Demands:** 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 functions.

**Environmental Factors:**

- May work in inclement weather, including extreme heat and cold
- Be able to report for duty in dangerous and severe weather such as ice storms, wind storms and flooding events
- Be able to work with and under the direction of other agencies during regional emergency response incidents
- Evening and weekend and holiday hours as required

EMPLOYEE: \_\_\_\_\_

Date: \_\_\_\_\_