



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **ADVANCED LIFE SUPPORT TECHNICIAN**
Jurisdictional Class: Competitive
Civil Division: Village of Fair Haven
Adoption: CSM 4/10/02
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the Village of Fair Haven and involves responsibility for providing emergency medical services and transport of individuals in distress. The position requires the ability to evaluate moderately complex to complex medical conditions and administer appropriate emergency treatment. Incumbents operate specially equipped medical emergency vehicles and telemetry radio and radio equipment. The work is performed under administrative supervision of the Mayor with considerable leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. An employee in this class may perform DPW duties when not performing advanced life support technician duties. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Responds to medical emergencies and provides advanced life support services to stabilize and transport to hospital or trauma center;
Evaluates and provides emergency medical treatment such as extrication, splinting and immobilization, administration of oxygen, suctioning, insertion of airways, hemostasis, cardiopulmonary resuscitation, emergency childbirth, electrocardiogram monitoring, injections, blood sampling for blood sugar level, anti-shock suit, defibrillation, etc.;

Monitors and transmits vital signs of pulse, blood pressure and respiration and transmits information via telemetry such as electrocardiogram;

Performs other direct medical actions per Central New York Remac or online physician's order such as cardioversion and repeat defibrillation, etc.;

Administers oral, intra-muscular, and intravenous medications as directed by CNY protocols or online physician via two-way radio with emergency vehicle;

Applies rescue techniques and knowledge to effect the safety of persons trapped in vehicles, stranded, marooned or endangered by unusual circumstances;

Maintains appropriate AEMT proficiency level and State Certification through regular training and CME'S for SNYEMS Program continuing Medical Education.

Assists in development and implementation of an operational plan for major catastrophes and natural or man-made disasters in order to respond to medical emergencies;

Keeps records of emergency calls, patient treatment and Continuous Quality Improvement (CQI) and solutions rendered in the course of duty;

Maintains equipment on specially equipped medical emergency vehicles in appropriate operation condition;

Inventories and safeguards drugs and medical supplies;

Participates in emergency medical training of other ambulance personnel and members of the community, and coordinates emergency medical services on site;

May perform DPW duties such as snowplow wing operation, shoveling snow, checking pump station, reading water meters, cleaning duties at fire hall, etc.;

May monitor weather and survey village streets and check for street light outages and road hazards;

May secure village buildings and respond to village DPW emergencies;

May answer telephones after regular hours as needed;

Other related tasks as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of emergency medical conditions, techniques and procedures;
Ability to operate telemetry radio and two-way radio equipment;
Ability to perform calmly and efficiently in crisis situations;
Ability to maintain records and prepare reports;
Ability to understand and follow oral and written instructions;
Strength, stamina, and endurance to perform rescues;
Ability to understand written laws and properly apply them to situations;
Ability to perform manual labor tasks;
Good reasoning and judgment capacity;
Tact;
Courtesy.

MINIMUM QUALIFICATIONS:

Graduation from a high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education AND possession of a current certification for Advanced Emergency Medical Technician 3 or higher from the New York State Department of Health.

SPECIAL REQUIREMENTS OF THE POSITION:

Possession of a valid New York State driver's license at time of appointment.
Incumbent must maintain good standing with the requirements of the CNYEMS Program.