



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

JOB SPECIFICATION

Civil Service Title: EMERGENCY MEDICAL TECHNICIAN (PT)
Jurisdictional Class: COMPETITIVE
Civil Division: TOWN OF MORAVIA,
VILLAGE OF FAIR HAVEN
Adoption: CSM 6/15/16
Revised: CSM 10/20/20

DISTINGUISHING FEATURES OF THE CLASS:

Under general supervision, an incumbent in this class provides emergency medical treatment to individuals in distress and evaluates the quality and quantity of aid required. The position requires the ability to assess moderately complex to complex medical conditions and administer appropriate emergency treatment. Work is performed in accordance with Regional, State, and Federal Basic Life Support (BLS) and Advanced Life Support (ALS) protocols. General supervision is received by Medical Director and/or Commissioner(s) representing a Fire District or designated supervisor representing a Fire Department.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Responds to calls when dispatched, gains access to the patient and assesses the extent of injury or illness to anyone who requests or requires emergency medical services;
- Provides BLS and / or ALS to stabilize persons in life threatening situations resulting from trauma or other medical conditions and administers patient care under the authorization of the Medical Director or other medical designee;
- Determines appropriate medical facility to which patient will be transported and assists with the transport of the patient; provides ongoing medical care en route if required;
- Communicates with dispatcher requesting additional assistance or services, as necessary;
- Performs other direct medical actions on monitoring physician's orders;
- Prepares written reports of emergency calls handled, outlining diagnosis and treatment provided in accordance with State, Regional, and local hospital protocol;
- Maintains, cleans, and decontaminates ambulances and ancillary medical equipment;
- Maintains level of Advanced Emergency Medical Technician - Critical Care (AEMT-CC) proficiency and State Certification through regular training and testing requirements;
- Inventories and safeguards drug and medical supplies;
- Works with others to develop and implement operational plan for catastrophes and natural or manmade disasters;
- May precept emergency medical technician students or other authorized individuals;
- May participate in community service and/or safety related programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of emergency medical conditions, techniques and procedures;
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;
Good reasoning and judgment capacity;
Tact; Courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school general equivalency diploma.

SPECIAL REQUIREMENTS OF THE POSITION:

The candidate must possess NYS Department of Health EMT – Basic certification at the time of application and maintain such certification for the duration of employment; AND

The candidate must possess a valid CPR certification at the time of application and maintain such certification for the duration of employment; AND

The candidate must possess a valid Class D New York State Drivers License at the time of appointment and maintain such license for the duration of employment.