

**POSITION DESCRIPTION  
COUNTY OF LAPORTE, INDIANA**

**POSITION:** Emergency Medical Technician  
**DEPARTMENT:** Emergency Medical Services  
**WORK SCHEDULE:** As Assigned (24 hours on, 48 hours off)  
**JOB CATEGORY:** POLE (Protective Occupations and Law Enforcement)

**DATE WRITTEN:** April 2006  
**DATE REVISED:**

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Emergency Medical Technician for the LaPorte County Emergency Medical Services (EMS), responsible for the treatment and transportation of County residents in need of emergency health care.

**DUTIES:**

Responds to emergency medical and accident calls, drives vehicle to scene, treats and stabilizes patients, transports to most appropriate medical facility in minimum amount of time, and assists the Paramedic and Emergency Room personnel as needed.

Monitors patient vital signs using basic life support techniques while en route to medical facility and performs emergency medical procedures, when necessary, in accordance with guidelines established by the State of Indiana Emergency Medical Service Commission.

Responds to calls requesting transferal of patients from one medical facility to another.

Maintains appearance and serviceability of department vehicles, maintains inventory, and repairs and replaces equipment as necessary.

Completes required reports regarding EMS patients, accident investigations, and equipment checks.

Conducts base and ambulance tours for groups and assists Paramedics in speaking to organizations.

Participates in in-service training for EMS and other training provided by local hospitals, and in mock disasters with other agencies.

Assists with training and supervising First Responders (Volunteers).

Performs regular station clean-up duties and cleans and maintains uniform and personal equipment regularly.

Responds to emergencies on a 24-hour basis and from off-duty status.

Performs related duties as assigned.

**I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Must be at least 18 years of age.

Ability to meet all hiring requirements, including passage of a medical exam, a drug test, a written exam, and a lift test.

Possession of and ability to maintain possession of all required certifications, including State of Indiana Emergency Medical Technician, CPR, emergency driving, and hazardous materials responder.

Knowledge of and ability to assist with emergency medical techniques and procedures, including administering oxygen, applying splints, bandaging wounds, treating burns, and performing CPR.

Knowledge of and ability to assist the Paramedic with the operation of advanced life support equipment, including I.V. therapy, airway management, and heart monitoring and defibrillator.

Knowledge of vehicle and equipment maintenance procedures and ability to ensure reliable operating condition of department vehicles and equipment.

Ability to apply knowledge of people and locations, prepare detailed reports, and make simple arithmetic calculations.

Ability to read/interpret detailed prints, sketches, layouts, specifications, and maps.

Ability to safely operate, protect, and maintain a variety of hand and/or power tools, such as hammer, screw drivers, wrenches, drills, power saws, mop, broom, gauges, files, and ratchet.

Ability to safely operate, protect, and maintain a variety of medical equipment.

Ability to properly operate standard office equipment, including computer, calculator, copy machine, fax machine, telephone, and 2-way radio.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, members of the medical community, fire-fighting and law enforcement agencies, and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work extended, evening, and/or weekend hours and travel out of town to transfer patients and attend training sessions.

Ability to respond to emergencies on a 24-hour basis and from off-duty status.

Ability to perform physical requirements of essential duties.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent performs a variety of emergency medical tasks according to the standardized procedures of the medical and emergency medical fields, and uses independent judgment and personal action in the determination of the most appropriate procedure to apply to individual situations. Errors in judgment and work are generally prevented through procedural safeguards, and undetected errors may lead to loss of life to self, patients, and members of the general public or may have adverse effects upon departmental operations.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, members of the medical community, fire-fighting and law enforcement agencies, and members of the general public for a variety of purposes, including explaining department policies and procedures and rendering professional emergency medical care.

Incumbent reports directly to the Shift Captain.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a vehicle and in the field, including sitting/walking at will, walking on uneven terrain, working in extreme temperatures and inclement weather, lifting objects weighing over 50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, driving, close/far vision, color/depth perception, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent is exposed to chemicals, fumes, odors, dust, dirt, and high or confined places. Safety precautions, including the use of protective clothing and equipment, must be used at all times to avoid injury to self and others. Incumbent may be exposed to irate/hostile individuals and have to respond to situations involving potential physical harm to self and others.

Incumbent regularly works extended, evening, and/or weekend hours and travels out of town to transfer patients and attend training sessions. Incumbent responds to emergencies on a 24-hour basis and from off-duty status.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Emergency Medical Technician for the LaPorte County Emergency Medical Services describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name