

## **CIVILIAN EMERGENCY MEDICAL TECHNICIAN**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Civilian Emergency Medical Technician (EMT) responds to medical incidents and provides Basic Life Support (BLS) and medical transportation services to patients. Civilian EMTs are primarily responsible for operating and navigating/driving the transportation units and providing basic Emergency Medical Services (EMS) patient care, which involves using mobile computers, electronic patient care reporting (ePCR) software, and mobile radios; interacting with patients and taking their vital signs; setting up and monitoring medical equipment including cardiac monitors and intravenous solutions (IVs) and communicating findings/alerts to the Paramedics; performing cardiopulmonary resuscitation (CPR); completing patient care reporting and transportation documentation; inventorying, requesting, and stocking EMS medical supplies and equipment; and participating in EMS related programs and training, as well as other department activities. This class is also responsible for performing related duties as required.

**Distinguishing Features:** This civilian class participates in the Arizona State Retirement System (ASRS). Civilian EMTs are assigned to EMS and are not engaged in fire suppression work. Civilian EMTs report to the Emergency Transportation Administrator and receive lead/functional supervision from the Civilian Paramedic on medical scenes. Civilian EMTs and Paramedics also take medical direction from a senior Paramedic on-scene (which may be a Fire Captain, Fire Engineer, or Firefighter), the Department's contracted Medical Director, and/or the hospital receiving the patients and then continuing their treatment. Civilian EMTs may work on a 12-hour or 24-hour shift schedule, which may include evenings, weekends, and holidays, and may require working overtime. This class is FLSA nonexempt.

### **QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** High School Diploma or GED.

**Special Requirements.** At least 18 years of age. Must possess a valid Class D Arizona Driver's License by hire/promotion date and have an acceptable driving record. State of Arizona Emergency Medical Technician (EMT) certification will be required before confirmation of conditional offers and must be kept current thereafter. Cardiopulmonary Resuscitation (CPR) certification required by application date. Must maintain all required certifications throughout employment and complete all required continuing education hours. Must not be on the Office of Inspector General (OIG) List of Excluded Individuals/Entities (LEIE). Must pass the Emergency Vehicle Operator Course (EVOC) and obtain driver certification within 60 days of hire/promotion.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Bilingual in Spanish preferred.

## ESSENTIAL FUNCTIONS

**Communication:** Establishes and maintains positive, effective working relationships with customers and patients, Department members and management, other City of Mesa staff, the Department's Medical Director, staff from receiving hospitals, and partner agencies. Effectively communicates with patients regarding their medical emergencies, to perform physical examinations, and to provide patient care. Communicates with the Civilian Paramedic for directions and to provide information regarding patient vital signs and findings/alerts. Communicates with senior Paramedics, the Department's Medical Director, receiving hospitals, and in writing for patient care reporting and transportation documentation. Monitors and responds appropriately to radio traffic, including communication with Dispatch and Deployment and other Department and partner agency personnel at emergency scenes. Maintains the confidentiality of patient information.

**Manual/Physical:** Provides patient care on-scene. Drives, navigates, and operates emergency transport vehicles requiring a standard Class D Arizona Driver's License. Uses mobile computer terminals (MCTs), ePCR software, and mobile radios primarily to communicate with others and to enter patient care reporting and transportation documentation. Takes patient vital signs. Sets up and monitors medical equipment including cardiac monitors, IVs, and defibrillators. Performs CPR. Inventories, requests, and stocks EMS medical supplies and equipment. Climbs steps or ladders, navigates uneven surfaces, and lifts and moves patients with assistance to treat and transport from scenes. Moves objects weighing up to 50 pounds or more (example: EMS equipment, drug, and trauma boxes, etc.) for more than 150 feet. Works in small, cramped areas to provide patient care to trapped, endangered, or injured patients. Uses appropriate personal protective equipment (PPE) to minimize and mitigate exposure to bloodborne pathogens, airborne pathogens, bodily fluids, cleaning solutions, etc. Works outdoors in inclement weather including extreme heat, rain, etc. Distinguishes colors to identify drugs, chemicals, and hazardous materials by color. Detects odors to identify solutions and detect potential natural gas leaks. Detects traffic sounds at vehicle accidents, sounds of impending building collapse, calls for assistance, and alarms, sirens, or other warning signs to assist others and to escape hazardous situations. Participates in EMS related programs and training, as well as other department activities. Cleans and maintains transportation units and department facilities. Meets scheduling and attendance requirements.

**Mental:** Maintains composure and makes medical assessments and patient care decisions in response to medical emergencies and to provide patient care on-scene. Comprehends and follows directions from the Civilian Paramedic on medical scenes. Comprehends and follows medical direction from senior Paramedics, the Department's Medical Director, and/or the receiving hospital. Comprehends and complies with Arizona laws and Arizona Department of Health Services (AZDHS) rules and regulations, medical protocols and algorithms, and Department and City policies and procedures. Analyzes patient findings and documents information using ePCR software. Comprehends readings and data from medical equipment including cardiac monitors and makes inferences. Learns job-related information from written materials, on-the-job training, and classroom settings.

### **Knowledge/Skills/Abilities:**

Knowledge of:

Arizona laws and AZDHS rules and regulations, medical protocols, and algorithms; and transportation units and EMS equipment and their proper use and maintenance.

Skill in:

providing BLS patient care; and  
communicating with patients, staff, and partners.

Ability to:

effectively work with the Civilian Paramedic;  
understand and perform in accordance with departmental policies, rules, instructions, and written material in the field of emergency medical services;  
follow medical direction;  
operate and maintain transportation units and EMS supplies and equipment;  
use MCTs and radio systems to communicate clearly and effectively, assist in providing patient care and transportation, and complete related documentation;  
understand and function in an emergency scene and an incident command structure; and  
maintain the confidentiality of patient information.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 6/25

NF/sb

CS3100.DOCX	(12-hour)	PAY GRADE: 40	INCREMENTS 102-200
CS3302	(24-hour)	PAY GRADE: 37	INCREMENTS 102-200
CS3600	(40-hour)	PAY GRADE: 40	INCREMENTS 102-200
CS3611 (Part-time, Non-benefitted)		PAY GRADE: 40	INCREMENTS 102-200
EEO-PSW		IND-7705	
JOB FCTN-PUB		SWORN-N	
Non-DOT Safety and Security-Y		Non-DOT Random-N	
CDL-N		DOT-N	
RESP-N			