

City of Horn Lake

Job Description – EMT Driver – Fire Department

Purpose of Position

Responsible for safely transporting a crew and medical equipment to the patient, assisting in providing immediate care to the critically ill or injured on an emergency basis, and transporting patient to a medical facility.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- EMS drivers shall obey all traffic laws, regulations and signals at all times. Maintain safe driving practices and execute defensive driving techniques.
- Follow emergency driving policies established by department.
- Make routine checks of their apparatus in accordance with policy.
- Change out air tanks for firefighters.
- Assist with crowd control.
- Maintain constant form of communication.
- Clean unit and equipment after calls.
- Assist with all minor building maintenance, including ground.
- Perform daily housekeeping chores as scheduled and necessary.
- Assist fire division on calls to the level trained.
- Provide medical treatment for which training has been completed.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Considerable knowledge of EMS rules and regulations on Local, State and National levels.
- Considerable knowledge of basic life support emergency medical treatment.
- Considerable knowledge of defensive driving techniques and methods and ability to execute such methods quickly and efficiently.
- Ability to react quickly and efficiently in emergency situations.
- Ability to perform EMS related functions in emergency and non-emergency situations.
- Utilizes all required safety measures when performing assigned job duties.
- Responds to medical, fire and other emergency and non-emergency calls.
- Location and direction to all hospitals in DeSoto and Shelby Counties.
- General map reading skills
- Procedures to maintain equipment

- Types of structures in the city and preferred methods of mitigating an EMS call
- Some firefighting skills
- Mathematical skills, including addition, subtraction, division and multiplication
- Work as a team member with other employees
- Make decisions within specified time restraints
- Work autonomously when necessary
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Use equipment properly
- Maintain confidentiality
- Handle multiple task simultaneously with frequent interruptions
- Follow departmental and city procedures

Job Context

The EMT Driver position is a full-time, permanent position in the Fire Department. The immediate supervisor for this position is the Paramedic. The person in this position is supervised on an as needed basis, primarily during training exercises and on emergency calls; manpower schedules determine daily activities. The EMT Driver works regularly scheduled hours year round with overtime when workload demands it. Night work is required as this is a 24 hours shift position. The person in this position is always on call for emergencies. This position works 50% indoors with 50% outdoors and requires work to be done in all types of weather conditions. The person in this position must maintain at least EMT “B” License and a valid EMS “D” License. The position has accountability for safety and legal issues related to the work for which this position is responsible.

There is exposure to chemicals and/or hazardous materials only in emergency situations, which patients have been in contact with. This exposure includes but is not limited to the products of combustion such as plastics, rubber, gasoline, and other petroleum products and various types of chemicals. The person in this position must be a certified firefighter, have training in CPR and EMR for first response and a valid driver’s license. The EMT Driver must also have a high school diploma or equivalent education. The stress level associated with this position is moderately high during emergency situations. Physical work involved with this position includes but is not limited to some of the same activities done by fire division personnel.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

Print Name: _____

Signature: _____

Date: _____