

Tri-Town Ambulance EMT – 40 Hours Job Description

- I. Position Title: Staff EMT 40 Hours
- II. Supervisor: Ambulance Chief
- III. Definition: Full-Time 40-Hour EMT
This position is a professional, highly skilled, full-time and year-round job at 40 hours per week as an on-duty EMT (minimum EMT-Basic, may be EMT-Intermediate or EMT-Paramedic) for the Tri-Town Ambulance service. The hours are Wednesday through Saturday and/or Sunday through Wednesday from 8:00 AM to 6:00 PM, depending on operational needs.
- IV. General Description of Duties and Responsibilities
- A. Is stationed at the West Tisbury, Chilmark or Aquinnah ambulance barns. Responds to all requests for, and provides medical care according to the licensure level of the service and the certification of the EMT in accordance with Massachusetts and Region V Treatment Protocols. Responds to calls either in the Ambulance, Ambulance intercept vehicle or personal vehicle as appropriate.
 - B. Performs a daily inventory of the ambulance at the beginning of every shift. Reports any deficiencies to the Tri-Town Ambulance Chief.
 - C. Notifies the Chief of the need to order equipment and supplies.
 - D. Operates according to the TTA Policies and Procedures Manual and in accordance with Massachusetts and Region V Treatment Protocols.
 - E. Carries a TTA radio with an assigned call sign while on duty. Answers the TTA phone while at the Ambulance barns.
 - F. Assures that the ambulances, equipment, and quarters are clean and in good order. Sees that the ambulances are re-stocked after runs according to Tri-Town, Region V, and Massachusetts Regulations and Protocols.
 - G. Upon daily completion of EMS tasks and while clear from ambulance runs, performs public service tasks such as taking blood pressures and giving tours of the ambulance, under the direction of the Chief.
 - H. May be asked by the Chief, upon daily completion of EMS tasks and while clear from ambulance runs, to perform additional tasks related to the TTA.
 - I. Works four ten-hour shifts during each week with two weeks vacation each year.
 - J. Upon request of the Ambulance Chief or the Tri-Town Committee Chair, attends Tri-Town Committee meetings and Tri-Town Ambulance Squad monthly meetings.

The essential functions or duties listed above are intended only as an illustration 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 position.

- V. Supervisory Responsibilities - None

VI. Required Knowledge, Skills and Abilities

- A. Current Massachusetts EMT – Basic, Intermediate or Paramedic Certification
- B. Current American Heart Association Health Care Provider Certification, and if applicable ACLS
- C. Current Valid Massachusetts Drivers License
- D. Familiarity with Tri-Town Ambulance, Region V, OEMS and State Regulations, policies, and laws concerning ambulance maintenance
- E. Ability to fill out Standard Ambulance Report Form (SARF) according to Region V standards.
- F. Physical Requirement: Good physical stamina, endurance and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry and balance at times, in excess of 125 pounds in all weather conditions.

VII. Position Grade Level & Time Requirements

This is a salaried 40 hours a week benefitted position. Currently: Grade 6, Step 1 to start.

Grade _____ Hours per Year: 2000

APPROVED BY PERSONNEL BOARD Date: _____ Chair: _____

APPROVED BY BOARD OF SELECTMAN Date _____ Chair: _____