

CITY OF MONROE



Job Description

Job Title: Emergency Medical Responder (EMR)

Department: Fire

Reports To: Lieutenant-Emergency Medical Response

FLSA Status: Non-Exempt

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Rank Indicator: Scramble

Summary Responds to fires, medical emergencies, and other emergency situations to administer life support care to sick and injured persons and to protect life and property by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Responds to calls for medical aid, including fires, traffic collisions, and rescue situations to provide pre-hospital care.

Administers initial treatment at emergency scene and takes and records patient's vital signs.

Assesses nature and extent of illness or injury to establish and prioritize medical procedures to be followed, or need for additional assistance.

Restores heart rhythm on pulseless, non-breathing patient.

Assists in extricating trapped victims.

Observes and records patient's condition and reaction to drugs, treatments, and significant incidents.

Communicates with physician and other medical personnel via radio-telephone.

Connects supply lines, and controls and extinguishes fires using hand lines, deck, ladders, and portable water monitors.

Applies foam and chemicals for fire suppression and control.

Searches buildings and rescues victims from buildings and motor vehicles using appropriate hand and power tools.

Contains, controls, and decontaminates hazardous materials spills.

Performs a variety of salvage and clean-up operations, including removing water, chemicals, and debris.

Maintains apparatus, quarters, buildings, and equipment.

Participates in drills, demonstrations, and courses in life support, emergency medical treatment, and firefighting techniques.

Keeps current on treatment techniques and protocol changes..

Prepares required reports and maintains records of activities.

Requisitions and restocks supplies, material, and equipment.

Cleans and performs minor maintenance to assigned emergency vehicle.

Supervisory Responsibilities

None

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Manages difficult or emotional customer situations; Responds to requests for service and assistance.

Interpersonal Skills - Maintains confidentiality; Keeps emotions under control.

Oral Communication - Listens and gets clarification; Participates in meetings.

Written Communication - Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.

Ethics - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Supports organization's goals and values.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Initiative - Volunteers readily; Undertakes self-development activities;
Asks for and offers help when needed.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations

Firefighter I certification
Must have completed probationary period
Wisconsin Emergency Medical Responder or EMT certification (NREMT acceptable if approved by State of Wisconsin)

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is

frequently required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions. The noise level in the work environment is usually moderate.

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