

Tri-Town EMS Full Time EMT Job Description

General Position Description: Perform responsible work as an EMT. Engage in emergency medical services and public education activities.

Supervision Received: Work under the direct supervision of the director or a paramedic who usually is present at all scenes and issue instructions concerning methods of emergency medical care. The EMT is required to use initiative and judgment in carrying out assignments particularly in the absence of a supervisor.

Hiring Authority: EMT's are hired by the Tri-Town EMS Board and may be removed by the Tri-Town EMS Board.

Supervision Exercised: None.

Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position. The following is indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

1. Drive an ambulance.
2. Maintain EMT certifications in accordance with NREMT and State of NH Bureau of EMS standards including but not limited to all necessary training and protocol exams as required by the State of NH.
3. Perform general maintenance of station grounds, equipment and apparatus.
4. Receive training and general instruction from department members in emergency medical techniques.
5. Performs basic emergency medical care to persons involved in accidents, fire or rescue incidents and/or requiring ambulatory services.
6. Perform other related duties as required.

Other Training, Skills and Experience Requirements:

- Ability to learn and perform a variety of EMS skills applicable to the EMT License Level as defined by NH EMS.
- Ability to follow written and verbal instructions.
- Ability to work under physically and emotionally stressful situations.
- Ability to establish effective working relationships with supervisors, peers, general public and other Town agencies.
- Ability to communicate effectively with the general public and other members of the department both verbally and in writing.
- Any equivalent combination of education and experience, which demonstrates the required knowledge, skills, and abilities.
- Medical screening /examination is required.
- Immunization such as Hep-B may be required.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skill and availability.

License/Certification Requirements:

- Must be certified to a minimum of EMT-B
- Must be 18 years old by the date of testing.
- High school diploma or G.E.D.
- Must successfully complete all required items for employment with the Town of Pembroke.
- Background investigation (no conviction for any crime).
- No conviction for major motor vehicle violations.
- No history of frequent motor vehicle violations of any kind.
- Must submit to periodic, random drug-testing.

Physical Activity Requirements

COGNITIVE and SENSORY REQUIREMENTS

Talk: Necessary.
Hear: Necessary.
Sight: Meet NFPA 1582 Standard.
Smell: Necessary.

REACHING:

Reach above shoulder height: Regularly required.
Reach at shoulder height: Regularly required.
Reach below shoulder height: Regularly required.

PRIMARY PHYSICAL REQUIREMENTS

LIFTING:

Lift up to 10 lbs: Regularly required.
Lift 11 – 25 lbs: Regularly required.
Lift 26 – 50 lbs: Regularly required.
Lift over 50 lbs: Regularly required.
Lift up to 200lbs as a team Regularly required.

HAND MANIPULATION:

Grasping: Regularly required.
Handling: Regularly required.
Torquing: Regularly required.
Fingering: Regularly required.
Controls & Equipment: Regularly required.

CARRYING:

Carry up to 10 lbs: Regularly required.
Carry 11 – 25 lbs: Regularly required.
Carry 26 – 50 lbs: Regularly required.
Carry over 50 lbs: Regularly required.

OTHER PHYSICAL CONSIDERATIONS:

Twist: Regularly required.
Bend: Regularly required.
Crawl: Rarely required.
Squat: Regularly required.
Kneel: Regularly required.
Crouch: Regularly required.
Climb: Rarely required.
Balance: Regularly required.

WORK SURFACES:

Desks, floors, uneven surfaces, sloped surfaces, snow, ice, grass, pavement, vehicle interiors and exteriors, structures and structural components.

DURING A TEN HOUR DAY, THE EMPLOYEE IS REQUIRED TO:

Sit: Five consecutive hours, up to a total of ten hours.
Stand: Five consecutive hours, up to a total of ten hours.
Walk: Five consecutive hours, up to a total of ten

Summary of Occupational Exposures:

- Extended periods of exposure to sunlight, wind, snow, rain, and extreme temperature. Exposure to hazardous materials, fuels, lubricants, solvents and fluids.
- May be exposed to solid waste components, herbicides, pesticides, paints, solvents, hydraulic fluids, and fertilizers.
- May be exposed to long periods of sunlight and unfavorable climatic conditions.
- May be exposed to poison ivy, oak or sumac, and insects such as wasps, hornets, bees, etc.
- Blood borne pathogens: Category 1 (Some emergency procedures may entail Category 1 exposure risks)

Schedule:

- Shall be scheduled for at least 37.5 hours a week or more, based on the operational needs of the service.
- Shall be subject to forced overtime and forced call back based on the operational needs of the service.
- Required to attend a minimum of 24 hours every two years of continuing education for EMT-B and any other training requirements as dictated by NREMT/State of NH Bureau of EMS.

Date of Creation: 5/21/14

Revised Date: 10/1/2014

Created by: Shaun Mulholland, Chairman

Revised by: Christopher Gamache, Director

Employee Name:

Employee Signature: _____ **Date:** _____

Director Signature: _____ **Date:** _____

The statements in this document are intended to describe the general nature and level of work performed by individuals assigned to this classification. They are not intended to be construed as an exhaustive list or all responsibilities, duties and skills required of personnel so classified. This document in no way constitutes a contract of employment.

Tri-Town EMS Full Time AEMT/EMT-I Job Description

General Position Description: Perform responsible work as an AEMT/EMT-I. Engage in emergency medical services and public education activities.

Supervision Received: Work under the direct supervision of a department officer/paramedic who usually is present at all scenes and issue instructions concerning methods of emergency medical care. The AEMT/EMT-I is required to use initiative and judgment in carrying out assignments particularly in the absence of a supervisor.

Hiring Authority: AEMT/EMT-I's are hired by the Tri-Town EMS Board and may be removed by the Tri-Town EMS Board.

Supervision Exercised: May on occasion and in the absence of department officer exercise supervision over subordinates during both emergency and non-emergency situations.

Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position. The following is indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

1. Drive an ambulance.
2. Maintain AEMT/EMT-I certifications in accordance with NREMT and State of NH Bureau of EMS standards including but not limited to all necessary training and protocol exams as required by the State of NH.
3. Perform general maintenance of station grounds, equipment and apparatus.
4. Receive training and general instruction from department members in emergency medical techniques.
5. Performs basic emergency medical care to persons involved in accidents, fire or rescue incidents and/or requiring ambulatory services.
6. Perform other related duties as required.

Other Training, Skills and Experience Requirements:

- Ability to learn and perform a variety of EMS skills applicable to the AEMT/EMT-I License Level as defined by NH EMS.
- Ability to follow written and verbal instructions.
- Ability to work under physically and emotionally stressful situations.
- Ability to establish effective working relationships with supervisors, peers, general public and other Town agencies.
- Ability to communicate effectively with the general public and other members of the department both verbally and in writing.
- Any equivalent combination of education and experience, which demonstrates the required knowledge, skills, and abilities.
- Medical screening /examination is required.
- Immunization such as Hep-B may be required.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skill and availability.

License/Certification Requirements:

- Must be certified to a minimum of AEMT/EMT-I
- Must be 18 years old by the date of testing.
- High school diploma or G.E.D.
- Must successfully complete all required items for employment with the Town of Pembroke.
- Background investigation (no conviction for any crime).
- No conviction for major motor vehicle violations.
- No history of frequent motor vehicle violations of any kind.
- Must submit to periodic, random drug-testing.

Physical Activity Requirements

COGNITIVE and SENSORY REQUIREMENTS

Talk: Necessary.
Hear: Necessary.
Sight: Meet NFPA 1582 Standard.
Smell: Necessary.

REACHING:

Reach above shoulder height: Regularly required.
Reach at shoulder height: Regularly required.
Reach below shoulder height: Regularly required.

PRIMARY PHYSICAL REQUIREMENTS

LIFTING:

Lift up to 10 lbs: Regularly required.
Lift 11 – 25 lbs: Regularly required.
Lift 26 – 50 lbs: Regularly required.
Lift over 50 lbs: Regularly required.
Lift up to 200lbs as a team Regularly required.

HAND MANIPULATION:

Grasping: Regularly required.
Handling: Regularly required.
Torquing: Regularly required.
Fingering: Regularly required.
Controls & Equipment: Regularly required.

CARRYING:

Carry up to 10 lbs: Regularly required.
Carry 11 – 25 lbs: Regularly required.
Carry 26 – 50 lbs: Regularly required.
Carry over 50 lbs: Regularly required.

OTHER PHYSICAL CONSIDERATIONS:

Twist: Regularly required.
Bend: Regularly required.
Crawl: Rarely required.
Squat: Regularly required.
Kneel: Regularly required.
Crouch: Regularly required.
Climb: Rarely required.
Balance: Regularly required.

WORK SURFACES:

Desks, floors, uneven surfaces, sloped surfaces, snow, ice, grass, pavement, vehicle interiors and exteriors, structures and structural components.

DURING A TEN HOUR DAY, THE EMPLOYEE IS REQUIRED TO:

Sit: Five consecutive hours, up to a total of ten hours.
Stand: Five consecutive hours, up to a total of ten hours.
Walk: Five consecutive hours, up to a total of ten

Summary of Occupational Exposures:

- Extended periods of exposure to sunlight, wind, snow, rain, and extreme temperature. Exposure to hazardous materials, fuels, lubricants, solvents and fluids.
- May be exposed to solid waste components, herbicides, pesticides, paints, solvents, hydraulic fluids, and fertilizers.
- May be exposed to long periods of sunlight and unfavorable climatic conditions.
- May be exposed to poison ivy, oak or sumac, and insects such as wasps, hornets, bees, etc.
- Blood borne pathogens: Category 1 (Some emergency procedures may entail Category 1 exposure risks)

Schedule:

- Shall be scheduled for at least 37.5 hours a week or more, based on the operational needs of the service.
- Shall be subject to forced overtime and forced call back based on the operational needs of the service.
- Required to attend a minimum of 48 hours every two years of continuing education for AEMT/EMT-I and any other training requirements as dictated by NREMT/State of NH Bureau of EMS.

Date of Creation: 5/21/14

Revised Date: 10/1/2014

Created by: Shaun Mulholland, Chairman

Revised by: Christopher Gamache, Director

Employee Name:

Employee Signature: _____ **Date:** _____

Director Signature: _____ **Date:** _____

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Tri-Town EMS Full Time Paramedic Job Description

General Position Description: Perform responsible work as a PARAMEDIC. Engage in emergency medical services and public education activities. Perform routine cleaning of service's facilities, vehicles and equipment.

Supervision Received: Work without direct supervision of a department officer who is not usually present at all scenes and issue instructions concerning methods of emergency medical care. The PARAMEDIC is required to use initiative and judgment in carrying out assignments particularly in the absence of a supervisor.

Hiring Authority: PARAMEDIC's are hired by the Tri-Town EMS Board and may be removed by the Tri-Town EMS Board.

Supervision Exercised: May on occasion and in the absence of department officer exercise supervision over subordinates during both emergency and non-emergency situations. Shall ensure all routine tasks as delegated by the Director or their designee are sufficiently completed.

Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position. The following is indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

1. Drive an ambulance.
2. Maintain PARAMEDIC certifications in accordance with NREMT and State of NH Bureau of EMS standards including but not limited to all necessary training and protocol exams as required by the State of NH.
3. Perform general maintenance of station grounds, equipment and apparatus.
4. Receive training and general instruction from department members in emergency medical techniques.
5. Performs BLS and ALS emergency medical care as required by law and as indicated by Patient Care Protocols.
6. Assists in the professional development of other employees.
7. Proficient with all service equipment.
8. Facilitate the safe movement of patients.
9. Abide by all service policies and procedures.
8. Develops or assists in the development of trainings.
9. Perform other related duties as required.

Other Training, Skills and Experience Requirements:

- Ability to learn and perform a variety of EMS skills applicable to the Paramedic License Level as defined by NH EMS.
- Ability to follow written and verbal instructions.
- Ability to work under physically and emotionally stressful situations.
- Ability to establish effective working relationships with supervisors, peers, general public and other Town agencies.
- Ability to communicate effectively with the general public and other members of the department both verbally and in writing.
- Any equivalent combination of education and experience, which demonstrates the required knowledge, skills, and abilities.
- Medical screening /examination is required.
- Immunization such as Hep-B may be required.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skill and availability.

License/Certification Requirements:

- Must be certified to a minimum of PARAMEDIC (license must not be allowed to lapse).
- Must be 18 years old by the date of testing.
- High school diploma or G.E.D.
- Must successfully complete all required items for employment with the Town of Pembroke.
- Background investigation (no conviction for any crime).
- No conviction for major motor vehicle violations.
- No history of frequent motor vehicle violations of any kind.
- Must submit to periodic, random drug-testing.

Physical Activity Requirements

COGNITIVE and SENSORY REQUIREMENTS

Talk: Necessary.
Hear: Necessary.
Sight: Meet NFPA 1582 Standard.
Smell: Necessary.

REACHING:

Reach above shoulder height: Regularly required.
Reach at shoulder height: Regularly required.
Reach below shoulder height: Regularly required.

PRIMARY PHYSICAL REQUIREMENTS

LIFTING:

Lift up to 10 lbs: Regularly required.
Lift 11 – 25 lbs: Regularly required.
Lift 26 – 50 lbs: Regularly required.
Lift over 50 lbs: Regularly required.
Lift up to 200lbs as a team Regularly required.

HAND MANIPULATION:

Grasping: Regularly required.
Handling: Regularly required.
Torquing: Regularly required.
Fingering: Regularly required.
Controls & Equipment: Regularly required.

CARRYING:

Carry up to 10 lbs: Regularly required.
Carry 11 – 25 lbs: Regularly required.
Carry 26 – 50 lbs: Regularly required.
Carry over 50 lbs: Regularly required.

OTHER PHYSICAL CONSIDERATIONS:

Twist: Regularly required.
Bend: Regularly required.
Crawl: Rarely required.
Squat: Regularly required.
Kneel: Regularly required.
Crouch: Regularly required.
Climb: Rarely required.
Balance: Regularly required.

WORK SURFACES:

Desks, floors, uneven surfaces, sloped surfaces, snow, ice, grass, pavement, vehicle interiors and exteriors, structures and structural components.

DURING A TEN HOUR DAY, THE EMPLOYEE IS REQUIRED TO:

Sit: Five consecutive hours, up to a total of ten hours.
Stand: Five consecutive hours, up to a total of ten hours.
Walk: Five consecutive hours, up to a total of ten

Summary of Occupational Exposures:

- Extended periods of exposure to sunlight, wind, snow, rain, and extreme temperature. Exposure to hazardous materials, fuels, lubricants, solvents and fluids.
- May be exposed to solid waste components, herbicides, pesticides, paints, solvents, hydraulic fluids, and fertilizers.
- May be exposed to long periods of sunlight and unfavorable climatic conditions.
- May be exposed to poison ivy, oak or sumac, and insects such as wasps, hornets, bees, etc.
- Blood borne pathogens: Category 1 (Some emergency procedures may entail Category 1 exposure risks)

Schedule:

- Shall be scheduled for at least 37.5 hours a week or more, based on the operational needs of the service.
- Shall be subject to forced overtime and forced call back based on the operational needs of the service.
- Required to attend a minimum of 48 hour refresher and 24 hours every two years of continuing education for PARAMEDIC and any other training requirements as dictated by NREMT/State of NH Bureau of EMS.

Date of Creation: 5/21/14

Revised Date: 6/2/2015

Created by: Shaun Mulholland, Chairman

Revised by: Christopher Gamache, Director

Employee Name: _____

Employee Signature: _____ **Date:** _____

Director Signature: _____ **Date:** _____

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Tri-Town EMS Director Job Description

General Position Description:

Perform responsible administrative and technical supervisory work as the head of the Tri-Town Emergency Medical Service. Supervision of all the provision of EMS and EMS training. Engage in emergency medical services and public education activities. Perform related work as required.

Supervision Received:

Work under the direction of the Tri-Town Ambulance Joint Board.

Hiring Authority:

The Director is hired by the Tri-Town Ambulance Joint Board and may be removed by the Tri-Town Ambulance Joint Board.

Supervision Exercised:

Supervises all assigned Tri-Town EMS personnel.

Duties and Responsibilities:

Except as specifically noted, the following functions are considered essential to this position. The following is indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

1. Drive an ambulance.
2. Maintain Paramedic certifications in accordance with NREMT and State of NH Bureau of EMS standards including but not limited to all necessary training and protocol exams as required by the State of NH.
3. Perform general maintenance of station grounds, equipment and apparatus.
4. Coordinate and provide training and general instruction to Service members in emergency medical techniques.
5. Performs basic emergency medical care to persons involved in accidents, fire or rescue incidents and/or requiring ambulatory services.
6. Perform other related duties as required.
7. Duties are complicated, detailed and involved, including administrative work (budget preparation, personnel and costs), emergency medical service (training, equipment and on the job supervision).
8. Continuous judgment and resourcefulness required in evaluating needs of the Service in terms of members and equipment, and in sizing up EMS needs immediately when faced with an emergency.
9. Make frequent contacts with the public, town officials and state agencies to insure cooperation and accuracy of concerns and difficulties in all areas of EMS.
10. Direct supervision of all activities of the Service including organization, development and training of personnel with the Service.
11. Physical effort is required when it is necessary to participate in EMS activities and/or other emergencies.
12. Organize, train, and supervise EMS personnel in all phases of EMS to include disaster response and management.
13. Prepare, present and operate the fiscal budget of the Service.
14. Maintain a complete record of all vehicles and equipment (including costs) and associated records of equipment maintenance as well as operating expenses.
15. Maintain up to date Service records as required by the Town of Pembroke, The Joint Board, RSA 33-A, the NH Bureau of EMS and any other state or federal agency.
16. Prepare an annual report of the Service's activities to be submitted to the Joint Board and each member Town.
17. Administer the Town of Pembroke's Health and Safety Program in the Service.
18. Develop strategic planning for the Service.
19. Develop continuity of operations plans for the Service.
20. Administer and implement the Service's personnel plan, including, without limitation, drafting and reviewing evaluations of employees.
21. Carry out duties in conformance with federal, state and town laws and ordinances.

22. Review grievances from Service personnel. Maintain discipline as well as the conduct and general behavior of personnel by enforcing and complying with directives, standard operating procedures, and other operating policies and procedures. Issue verbal and written warnings to subordinates. Place personnel on paid administrative leave when necessary. Recommend termination of subordinates to the Joint Board.
23. Create and promote the Services mission, vision and philosophy.
24. Create and implement material for directives, rules, regulations and manuals of operations and procedures.
25. Generate and supervise schedules of personnel.
26. Prepare and submit monthly reports to the Joint Board.
27. Assign personnel and equipment to such duties and uses as the service requires.
28. Take personnel action in accordance with the personnel plan and evaluations.
29. Assign work and monitor resources.
30. Insure staffing at authorized levels.
31. Liaison with elected or appointed officials, other EMS officials, community and business representatives and the public on all aspects of the Service's activities.
32. Attend conferences and meetings to keep abreast of current trends in the field. Represent the Service in a variety of local, regional, state and other meetings.
33. Serve as liaison to various employee committees in the Town of Pembroke.
34. Perform other related duties as assigned or required by the Joint Board.
35. Respond to EMS and other emergency calls; at scene emergency, conducting initial size up and supervise personnel; direct initial assignment of personnel and equipment at emergency scene and participates in emergency control activities; conduct/supervise Mass Casualty incidents.

Other Training, Skills and Experience Requirements:

- Ability to learn and perform a variety of EMS skills.
- Ability to follow written, verbal instructions and directions.
- Ability to work under physically and emotionally stressful situations.
- Ability to establish effective working relationships with supervisors, peers, general public and other Town agencies.
- Ability to communicate effectively with the general public and other members of the department both verbally and in writing.
- Any equivalent combination of education and experience, which demonstrates the required knowledge, skills, and abilities.
- Medical screening /examination is required.
- Immunization such as Hep-B may be required.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skill and availability.
- Ability to train and supervise subordinate personnel in the duties of their position.
- Must have a minimum of at least 5 years of EMS experience.

License/Certification Requirements:

- Must be certified to a minimum of Paramedic
- Must be 18 years old by the date of testing.
- High school diploma or G.E.D.
- Must successfully complete all required items for employment with the Town of Pembroke.
- Background investigation (no conviction for any crime).
- No conviction for major motor vehicle violations.
- No history of frequent motor vehicle violations of any kind.
- Must submit to periodic, random drug-testing.
- Must complete ICS-100, 200, IS 700, IS 800 within 60 days of appointment. ICS 300 and 400 must be completed within 2 years of appointment.

Physical Activity Requirements

COGNITIVE and SENSORY REQUIREMENTS

Talk: Necessary.
Hear: Necessary.
Sight: Meet NFPA 1582 Standard.
Smell: Necessary.

PRIMARY PHYSICAL REQUIREMENTS LIFTING:

Lift up to 10 lbs: Regularly required.
Lift 11 – 25 lbs: Regularly required.
Lift 26 – 50 lbs: Regularly required.
Lift over 50 lbs: Regularly required.
Lift up to 200lbs as a team Regularly required.

CARRYING:

Carry up to 10 lbs: Regularly required.
Carry 11 – 25 lbs: Regularly required.
Carry 26 – 50 lbs: Regularly required.
Carry over 50 lbs: Regularly required.

REACHING:

Reach above shoulder height: Regularly required.
Reach at shoulder height: Regularly required.
Reach below shoulder height: Regularly required.

HAND MANIPULATION:

Grasping: Regularly required.
Handling: Regularly required.
Torquing: Regularly required.
Fingering: Regularly required.
Controls & Equipment: Regularly required.

OTHER PHYSICAL CONSIDERATIONS:

Twist: Regularly required.
Bend: Regularly required.
Crawl: Rarely required.
Squat: Regularly required.
Kneel: Regularly required.
Crouch: Regularly required.
Climb: Rarely required.
Balance: Regularly required.

WORK SURFACES:

Desks, floors, uneven surfaces, sloped surfaces, snow, ice, grass, pavement, vehicle interiors and exteriors, structures and structural components.

DURING A TEN HOUR DAY, THE EMPLOYEE IS REQUIRED TO:

Sit: Five consecutive hours, up to a total of ten hours.
Stand: Five consecutive hours, up to a total of ten hours.
Walk: Five consecutive hours, up to a total of ten

Summary of Occupational Exposures:

- Extended periods of exposure to sunlight, wind, snow, rain, and extreme temperature. Exposure to hazardous materials, fuels, lubricants, solvents and fluids.
- May be exposed to solid waste components, herbicides, pesticides, paints, solvents, hydraulic fluids, and fertilizers.
- May be exposed to long periods of sunlight and unfavorable climatic conditions.
- May be exposed to poison ivy, oak or sumac, and insects such as wasps, hornets, bees, etc.
- Blood borne pathogens: Category 1 (Some emergency procedures may entail Category 1 exposure risks)

Schedule:

- 16 hours per week for administrative tasks and 24 hours per week covering shifts for EMS response.
- The Director position is a salaried position under the executive exemption requiring substantial judgement and discretion.
- The Director may need to cover shifts as necessary to ensure adequate coverage.

Date of Creation: May 20, 2014

Revised Date: October 1, 2014

Created by: Chairman Shaun Mulholland

Revised by: Christopher Gamache, Director

Director's Name:

Director's Signature: _____ **Date:** _____

Chairman's Signature: _____ **Date:** _____

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