

**Owen County Fiscal Court**  
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Owenton, Kentucky 40359

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**Casey Ellis**  
County Judge/Executive

**Magistrates**  
Todd Spurgeon, District 1  
Stuart Bowling, District 2  
Teresa Davis, District 3  
Travis Fitzgerald, District 4

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**Position: Emergency Medical Technician**

Department: Emergency Medical Services

Division: Community Programs

Job Code: EMS-002

Class Code: 29-040

Pay Code: Non-Exempt

**Position Status: Part-Time Employee (PTE)**

CERS Classification: Non-Hazardous

Compensation Rate Per Hour: Min. \$10.00 – Mid. \$14.00 – Max. \$16.00

**Job Summary**

Under the Emergency Medical Services (EMS) Shift Supervisor within the Department of Emergency Medical Services, the Emergency Medical Technician (EMT) will perform duties associated with providing rescue services and emergency medical care to the sick and injured in accordance with all applicable local, state and federal laws, regulations and policies.

**Essential Duties** (All the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class). The EMT must possess and apply knowledge and skills necessary to perform the duties in a dignified and compassionate manner, including but not limited to:

- Responding to emergency and non-emergency calls calmly, efficiently and promptly.
- Administering basic life support to patients at the scene, en route to the hospital and in a pre-hospital setting in accordance with federal, state, and local laws, regulations and standards.
- Rescuing and extricating victims of accidents, sudden illness or entrapment using proper rescue and medical techniques.
- Treating patients at the scene, en route to the hospital, and in a pre-hospital setting in accordance with federal, state, local, laws, regulations and standards.
- Communicating with professional medical personnel and treatment facilities to obtain instructions regarding further treatment and/ or to arrange reception of patients to the appropriate center.
- Maintaining order at scenes, including crowd disbursement and restraint of family and friends.
- Completing patient care forms, insurance forms, evaluation forms, and all other forms in

a competent and timely fashion.

- The EMT is expected to protect the privacy of all patient information in accordance with Owen County EMS's Privacy Policies, procedures, and practices, as required by federal (and state) law, and in accordance with general principles of professionalism as a health care provider.
- Performing daily operation procedural functions and any other duties related to Owen County as designated by the Supervisor or designee.
- Performs other duties as assigned or as the situation dictates within the scope of this classification.
- Adhere to the applicable provisions of the department rules and regulations, the departments operational policies, the personnel policy manual, Owen County Administrative Code, Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities.

### **Delegation Responsibility**

- Manage EMS patient care field operations activities as necessary.
- Provide real time communications with appropriate personnel to ensure a team approach is promoted and maintained.

### **Relationships**

The EMT performs duties within the Division of Community Programs, Department of EMS under the direct supervision of the EMS Shift Supervisor.

### **Qualifications**

#### *Education and/or Experience*

- Must be a graduate of an accredited high school or equivalent
- Working knowledge of county government operations is preferred
- Working knowledge of EMS operations preferred

#### *Language Skills*

- Ability to read, analyze, and interpret policies, procedures, equipment manuals, safety documents, and governmental regulations
- Ability to handle sensitive issues
- Possess strong oral, written and listening communication skills
- Ability to prepare and maintain various written reports

#### *Mathematical Skills*

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to convert from metric to standard and vis versa units of measurement

#### *Reasoning Ability*

- Define problems, collect data, establish facts, and draw valid conclusions
- Interpret a variety of technical and instructional information
- Make decisions which serve the County's best interest and follow the missions and objectives of the department

#### *Certificates, Licenses, Registrations*

- Current Commonwealth of Kentucky driver's license
- Current EMT Kentucky or National Registry Certification
- Current supporting and required certification to maintain EMT certification per state and federal regulations.

#### *Other Knowledge and/or Skills*

- Exercise mature judgment, courtesy and tact in dealing with the public, elected officials, and government employees on the telephone or in person
- Ability to operate vehicles used in the performance of job duties
- Ability to establish and maintain effective relationships with other employees and the general public
- Ability to perform aspects of the job in a professional manner adhering to strict medical compliance and privacy policies
- Commitment to serve the county's best interests
- Must have personal integrity and remain free of felony convictions
- Must maintain confidentiality

#### **OCEMS Medical Control Sponsorship**

Must obtain and maintain certification level medical control sponsorship from Owen County EMS designated medical control physician.

#### **Physical Demands**

Work regularly requires speaking or hearing, frequently requires standing, sitting, using hands to finger, handle or feel, lifting independently in excess of 125 pounds (or combined weight of 250 pounds) and repetitive motions and occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires tasting or smelling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

**Work Environment**

The work environment characteristics described represent those encountered while performing the essential job functions. Work involves at certain times being in dangerous situations, all weather conditions and various economic or social environments. Work frequently requires exposure to outdoor weather conditions and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment and occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration and wearing a powered air- purifying personal respirator in place of SCBA; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

**Comments**

- Must be 21 years or older to operate county vehicle
- Must be a citizen of the United States
- No Felony convictions
- Submit to Criminal Background and Drug Test

Date Approved: June 14, 2016



Casey Ellis  
Owen County Judge/Executive

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