



# Job Description

200 W. 2<sup>nd</sup> Street, Freeport, Texas 77541 \*\* 979-233-3526 \*\* FAX 979-233-3205 \*\*

[www.freeport.tx.us](http://www.freeport.tx.us)

- POSITION TITLE:** Emergency Medical Technician: Basic, Advance, Paramedic
- DEPARTMENT:** Fire/EMS
- RATE CLASS:** Part Time
- REPORTS TO:** Chief, Deputy Chief(s), Captain, Lieutenant
- SHIFT:** Flexible hours assigned in order to maintain minimum staffing as well as meet the required staffing needs. Supplemental shifts assigned as 12 or 24 hour increments not to exceed allowable hours set by TMRS. (May be altered at the discretion of the City Manager or the Chief). This position is considered essential personnel.
- EDUCATION:** High School diploma or GED, Texas Department of State Health Services certification as an EMT or higher and a valid Texas Driver License.
- JOB SUMMARY:** Under the direction of the Command Officer or Company Officer, will perform duties and activities of the Freeport Fire & EMS Department in response to medical emergencies. These activities can include, but are not limited to, prevention, emergency medical services, and/or emergency management response, as assigned.
- SPECIAL SKILLS:** Knowledge of on EMS prevention, emergency medical services, and emergency management principles, procedures, techniques, and equipment, as required. Knowledge of applicable laws, ordinances, procedures, and regulations. Skilled in the operation of job specific tools and equipment. Ability to perform work requiring good physical condition, ability to communicate effectively, ability to exercise sound judgment, ability to effectively give and receive instructions, ability to establish and maintain effective working relationships with others.
- DUTIES & RESPOSIBILITIES (Duties include but are not limited to):**
- Indirectly supervises Emergency Medical Technicians, or any others assigned
  - May serve as the Incident Commander during emergency operations
  - Directly and indirectly responsible to ensure the safe actions of employees and volunteer members
  - May evaluate emergency medical services, and emergency management operations
  - Enforces policies and procedures for the department in order to implement directives from the Chief

- Implements emergency medical service programs for the city in order to better carry out the policies and goals including those set forward in the city affirmative action plan
- Attends training and meetings as may be assigned
- May recommend programs or policies to alleviate department deficiencies
- Responds to alarms and operates in a safe manner
- Safely operates department apparatus and vehicles
- May perform departmental in-service training and activities
- Obtains prior approval for expenditures
- Prepares a variety of reports as necessary
- May be asked to evaluate the need for new equipment and supplies
- May be assigned to perform the duties of a higher classification in their absence
- May be assigned to perform any and all duties as necessary

**OTHER DUTIES:** This job description is intended to describe the general nature of work performed by the EMT-B, EMT-A, or EMT-P and is not intended to be all-inclusive. All employees are expected to perform tasks as assigned by their supervisor; furthermore, overtime may be required in times of necessity.

**PHYSICAL/MENTAL REQUIREMENTS:**

**Physical:** Must be able to pass a physical examination and drug screen. The daily job duties include sedimentary type office activities. Must also possess the ability to lift objects, bend, stoop, crawl, stand, and walk for extended periods of time for fire, medical and emergency management operations.

**Mental:** Emergency or non-traditional work hours will be necessary. EMS personnel are frequently exposed to inclement weather, stressful situations, combative and/or intoxicated patients, blood borne and airborne pathogens, and scenes of violent trauma or death. Must maintain the ability to work under pressure with numerous distractions while maintaining sound moral and ethical standards in the service of the public.

**RESERVE EQUIVILENT:**       Volunteer ECA/EMT-B, EMT-A, EMT-P

All municipal employees (and volunteers) will be expected to display and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees are expected to be available for work, to report to work in a dependable and timely fashion, and to be mentally, emotionally, and physically fit and prepared to perform their assigned duties.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Approved by:               Human Resources Department

Adopted: August 19,2021