

## **Policy 39 - Employee Job Descriptions**

*(Revised October 9, 2013 Board Action)  
(Revised May 27, 2014 Board Action) (Revised November 1, 2017 Administrative Change) (Revised October 26,  
2018 Administrative Change)(Revised May 14, 2019 Board Action)(Revised September 10, 2019 Board Action)  
(Revised Dec, 2022 Board Action)*

### **39.1 EMT-Rescue Job Description**

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**Position: EMT-Rescue Technician**

**Date: April 1, 2005**

**Reports to: Shift Rescue Sergeant**

*(Revised 12-11-2012) (Revised 10/26/2018)  
(Revised Board Action – May 14, 2019)*

**Entry Level Pay: Current hourly rate plus 3%**

**Analyst: Shift Deputy Chief**

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#### **CHARACTERISTICS OF THE CLASS**

The EMT-Rescue Technician is the initial responder to emergency medical and rescue situations within the jurisdiction of WC-JC EMS. The EMT-R is the primary care provider until arrival of Advanced Life Support units or other responders. She/he must be capable of multi-tasking and quickly assessing situations to determine additional resource needs. The EMT-R is the primary person responsible for rescue situations including but not limited to vehicle extrication, Swiftwater/flood, search and rescue, high angle rescue, and support fire ground operations as needed.

Note: The job duties illustrated are intended only as examples of the type of work performed by employees assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related, or a logical assignment to the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on the departmental needs. The essential job function for the positions are identified and included with the personnel requisitions submitted by the department.

#### **EXAMPLES OF DUTIES**

- The primary responsibility of a First Responder is to save lives and care for the sick and injured.
- The employee/volunteer shall make a quick, safe response to an accident or medical emergency and make a quick assessment of the scene.
- The employee/volunteer shall set up a safety zone to prevent further injury to other medical personnel and/or bystanders.
- The employee/volunteer shall report preliminary scene data to the dispatcher and other responding agencies, and shall make requests for additional support as needed for protection, rescue or transport.
- The employee/volunteer shall be the scene Incident Commander until such time as the proper personnel arrive to assume command.
- The employee/volunteer shall gain access to the patient or victim, taking into consideration all safety precautions to protect personnel, victims and bystanders.
- Upon making contact with the patient(s), the employee/volunteer shall determine the mechanism of injury and/or chief complaint, and institute stabilization measures as appropriate until arrival of the ALS unit(s).
- After the patient has been released to ALS personnel, the employee/volunteer shall secure the scene, making sure all hazards have been either secured or removed. The employee/volunteer shall ensure that all used supplies, to include needles or other items that have been or possibly been contaminated by body fluids, have been picked up and disposed of properly. In the absence of family members or law enforcement personnel, the patient's residence should be secured properly and reported to the dispatcher prior to clearing the scene.
- In the event the employee/volunteer is needed as a third person on the ALS unit, he/she shall secure the First Responder unit and inform the dispatcher that his/her unit will be out-of-service so that the dispatcher may attempt to call in an off-duty member of that organization in order to place the unit back in-service. This is to be accomplished without delay of the transporting ALS unit.
- As the general public is a major source of income, through both donations and tax monies, public relations should be a top priority at all times. The employee/volunteer shall be courteous and respectful to all persons involved in or present on the scene of an emergency. Employees/volunteers will be expected to maintain a professional demeanor at any time he/she is in the public eye, both on and off-duty.
- In order to provide the best possible medical/rescue services for all citizens of Washington County, EMS Rescue employees shall obtain and maintain (each employees/volunteers responsibility) a minimum certification of Vehicle Rescue, EMT-IV, Swift Water Operations, and Technical Rope Rescue Operations.

- Employees/volunteers are expected to be familiar with their vehicle and all the equipment on the vehicle. The vehicle and equipment will be checked and cleaned at the beginning of each shift. All missing and/or damaged equipment will be noted on the daily check-off sheet and reported to the Shift Deputy Chief for repair and/or replacement. All used supplies will be replaced as soon as possible in order to maintain minimum quantities. All dated supplies must be used and/or replaced prior to the expiration date. Maintaining the equipment on the unit and its cleanliness is an ongoing daily responsibility.
- All staff is expected to maintain zone familiarity in order to provide the quickest possible response to a given area.
- All staff is expected to maintain extensive knowledge of the EMS Employee/Volunteer Handbook/Protocol Manual.
- Employees/volunteers will submit a trip report in its most complete form for every dispatched call. Service paperwork is to be complete of content/required forms and secured. Employees/Volunteers are required to be mindful of the confidentiality of patient information at all times.
- EMS Rescue employees/volunteers are required to wear the authorized uniform, maintaining a neat, professional appearance along with good personal hygiene while on duty. Turnout gear will be worn when performing rescue or other hazardous operations. Other personal protective devices, such as gloves, masks, gowns, etc., are to be worn in accordance with company policy and OSHA requirements.
- Employees/volunteers are responsible for cleaning the vehicle and it's equipment, as well as living quarters, according to the following schedule:

The first day of your rotation will be vehicle cleaning. You should be doing a thorough check of the unit and a detailed cleaning should be performed as well. The second day of your rotation will be grounds maintenance. Staff should police the grounds, pick up trash, blow off parking lots, clean out the bay, pull weeds as needed, and do any general maintenance that might be needed to keep the grounds up. The third day of the rotation is station cleaning. The station should receive a thorough cleaning to include but not be limited to, cleaning under furniture, disposing of any of your shifts food that is perishable, dusting, mopping, windows, bathroom, etc...

## **REQUIREMENTS**

### **A) Training and Experience**

High school graduate with current Tennessee Advanced EMT license (an EMT-B may be assigned but will be required to obtain their AEMT within 18 months), valid state driver's license (Class D with F endorsement), ASHI or American Heart CPR. One (1) year experience with a primary 911 EMS service preferred. Equivalent combinations of education and experience may be considered. Tennessee Association of Rescue Squad Basic Vehicle Extrication as well as successful completion of the Rescue Candidate Work Book.

Following assignment the EMT-R will obtain and maintain the following training:

- Flood & Swiftwater Rescue Technician (RQ3 Intl)
- Technical Rope Rescue (RQ3 Intl)
- TARS Advanced Extrication
- Fire Department Pump Operations education
- Attend 50% of Swiftwater and Search and Rescue Team Trainings annually
- Other training as required by the service.

### **B) Knowledge, Abilities and Skills**

- Knowledge of standards of emergency medical care, rescue and a variety of EMS systems.
- Knowledge of Incident Command System.
- Ability to establish and maintain effective working relationships with co-workers, other agencies and the general public.
- Ability to analyze situations quickly and accurately and to determine the proper course of action to be taken.
- Ability and willingness to learn.

### **PDC LEVEL:**

Very heavy due to occasionally having to move over 100 lbs.

### **DESCRIPTION:**

Employees in this position are responsible for being first responders to accident scenes and/or residences when individuals call 911 due to medical conditions/illnesses/injuries and to provide appropriate care in the pre-hospital setting.

**BASIC PURPOSE AND FUNCTION:**

The individual is responsible for care and treatment of medically-involved patients in a pre-hospital setting, to drive specially-equipped emergency vehicles to specific locations, and to be able to assist in extricating trapped victims in cars, rivers, or other settings.

**EDUCATION AND EXPERIENCE:**

High school education or GED equivalent required as well as advanced life-saving training, extrication training, high angle training, technical rope rescue, and swift water rescue. If driving the rescue truck, they must have a Type F endorsement driver's license and have a basic knowledge of the county. Prior work experience is not required. Employees must have a state license and prior schooling for EMT and/or paramedic, and also attend 12 hours of in-services per year.

**LANGUAGE SKILLS:**

Ability to read and comprehend instructions, short correspondence and memos, ability to effectively present information in a one-on-one setting to customers and fellow employees.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers.

**REASONING ABILITY:**

The ability to apply common sense, understanding to carry out instructions furnished in a written or oral form, the ability to deal with problems involving several concrete variables in or from standardized situations, and the ability to demonstrate initiative to apply one's self toward accomplishing expected company policies and procedures.

**ATTITUDE:**

Employees will be expected to act in a manner that would convey a congenial work environment—avoiding anger, violence, belligerence, harassment, nonchalance, controversy, or any other “reasonable” activity considered by management to be counterproductive. No adversarial employee or customer relations.

**PHYSICAL DEMANDS:**

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

**Job position 1:**

Essential function: to save lives and to provide care for the sick and injured in a pre-hospital setting that requires lifting, pulling, pushing, carrying different items and equipment, and assisting patients with transfers

**Functional Description:** The individual in this position is responsible for daily cleaning of living quarters and maintenance, weekly vehicle and equipment inspection and thorough cleaning, and occasional lawn work and landscaping as well as thorough cleaning of the entire station. The employees use a specific truck for this position, considered the Rescue Truck. The truck has 4 compartments on both the driver's side and passenger's side, as well as a back compartment.

Starting on the driver's side and working around the truck to the passenger's side:

- The first compartment is approximately 57” in height and 27” wide. It has 3 shelves with the bottom shelf being 20” off the ground, the middle shelf being 36” off the ground, and the top shelf being 59” off the ground. In this compartment is stored a medical bag that carries first aid bandages and airway assistive devices. The approximate dimensions are 12x15x30 and weighed approximately 40 lbs. It has to be lifted from the middle shelf that is 36” and has to be carried to the site of the call. The average distance carried per scene is approximately 25-100 feet and back. On the top shelf, 59”, is stored a smaller bag called the “jump bag” as well as a cardiac bag. On the bottom shelf is a bin used to store miscellaneous items. The steer chair is stored in this compartment at approximately 36”, weighing approximately 33 lbs, with dimensions of 37” high, 7” wide, and 19” depth. This is carried to the site and is used to transport patients up and down stairs in a seated position.

- The next compartment is 19 ½" wide and 57" high. The compartment extends through to the other side of the truck and has a panel that can be pulled out that has a negligible pull/push force. On the panel are hung crowbars, axes, and sledge hammers as well as chains and a come-along with the come-along weighing approximately 24 lbs and is stored at a height of 40". The tools are used occasionally throughout the month. Also stored in this compartment are two spine-boards/back-boards measuring approximately 1x15x73", weighing approximately 13 lbs and stored at heights of 68" and 71".
- In the compartment above the wheel well, the bottom shelf is approximately 45" high and contains step cribbing and wood blocks for stabilizing cars; these items weigh 13 lbs. Also, there are milk crates full of 4x4's having dimensions of 18" high x 13" wide x 13" depth, and a weight approximately 42 lbs.
- In back compartment on the driver side on the top shelf is stored a chainsaw and oil. The chainsaw weighs approximately 20 lbs and is stored at a height of 61". The chainsaw can be carried in a case with one hand coupling. There is a metal cutting saw at a height of 45" on the second shelf that is approximately 17x21x14 and weighs approximately 32 lbs. The bottom shelf stores a jack and jack stand. The jack being approximately 13x24x11 and weighed 74 lbs and is lifted from the bottom shelf at a height of 20".
- At the back of the truck, there is a compartment 51" high and 41" wide with a bottom shelf at approximately 21" where an economy tool is kept for spreading and cutting. It weighs approximately 43 lbs and is approximately 25-30" in length. The second shelf is at 42 ½" which pulls out and drops down to a height of 36". Several hydraulic tools are kept on this shelf including the heavy-duty cutter that weighs approximately 49 lbs, a 20" ram weighing 22 lbs, a 30" ram weighing 26 lbs, and a 40" ram weighing 33 lbs, as well as spreaders that weigh 47 lbs. These tools are used occasionally throughout the month and when using the equipment, the individual may have to hold the equipment for a maximum of 20 minutes and in different positions ranging from knee height to overhead. The tools have varying handles and are used with two hands. Also at the back of the truck there is a compartment at 70 ½" that stores a spokes basket which is used for transporting patients/individuals out of steep embankments, mountain rescues, or river rescues. It weighs approximately 36 lbs and had a length of 84", height of 74", and width of 23". The handle to pull the basket out is at 76 ½". The spokes basket requires a 20-lb pull force to be pulled out of the back of the truck. The employees are able to get on to the back bumper of the truck that is 19 ½" off the ground to pull the basket out. Also stored in the top compartment at the back of the truck are 4x4's that are 6' long with an eyebolt that weigh 17 lbs, as well as an 8' stepladder.
- The back compartment on the passenger's side contains 3 shelves. On the bottom shelf stored at approximately 26" high is a hydraulic pump that had a height of 21", width of 23", and depth of 19". It weighed 140 lbs. The bottom shelf has a sliding shelf that can be pulled out in order for the individual to gain access to the handles of the pump, with the highest handles being at a height of 43". If two people are available, it should be performed as a two-man carry and lift. However, the pump has a roll cage that, if necessary, allows the individual to pull and drop the pump out of the truck without lifting the pump. The roll cage provides handholds that allow the individual to drag/roll the pump to the accident. . On the middle shelf was a toolbox with miscellaneous tools.
- Passenger's side compartment above the wheel well. It is approximately the same size as the compartment on the other side and contains more wood blocks as well as a threshold plate used with the rams that weighs approximately 18 lbs. The compartment also contained extension cords.
- The next compartment contains another slide-out vertical shelf that contains bolt cutters and high jacks. Also in this compartment are air bags that are used to raise heavy objects. There were 6 different sizes of air bags with the largest measuring 30 ½ x30 ½ x1" and weighing 40 lbs. It is stored at a height of 36" in a vertical position. On the bottom shelf is a box for an air chisel and a control box for the air bags.
- In the next compartment are stored jacks that weigh approximately 45 lbs, measuring 41" x5x3 and stored at a height of 45", as well as a chain bag that weighs 47 lbs. and is stored at a height of 21". Other equipment includes bags for ruck gear and water gear. There were stabilization racks and struts. In the passenger seat was a large duffel bag that contained turnout gear, but was not weighed secondary to the bag not having all the equipment.
- Another main task of the Rescue technicians is assisting the Ambulance technicians with transferring patients into the back of EMS trucks. They will utilize backboards and stretchers. The backboard is approximately 73" long x15" wide and 1" depth, and weighs approximately 15 lbs. These are stored in different places for each truck; either in side panels on the outside of the truck or underneath the bench on the EMS trucks. If the patient is placed on the backboard, they are typically lifted to a lowered stretcher but sometimes it is required to lift the backboard from the ground and carry the patient. If the patient is too heavy, more people are used or special equipment for bariatric patients is utilized. For testing purposes in the clinic a 195-lb mannequin/testing personnel will be utilized to represent a more average-sized patient. The EMS utilize two main stretchers: the Stryker stretcher, one having manual-lowering legs and the other having battery-powered lowering legs. The battery-powered stretcher has dimensions of 77"x20"x19". The manual stretcher has dimensions of 76"x20"x18". The manual stretcher has a maximum capacity of 600 lbs and weighs 98 lbs. The electric stretcher has a maximum carrying capacity of 700 lbs and weighs 150 lbs. At the foot end of the stretchers are two handles. When the stretcher is lowered to the lowest position, the bottom handle is at 5" on both the manually and battery power stretcher and the upper

handle on the manual is 13" and on the battery powered is 12 ½". When the stretcher is at its highest position, the bottom handle is at 22" and the top handle is approximately 30" at the foot end. At the head end, the height handle is 36". All stretchers are placed in the back of the ambulances by the head end going first and then pulling back out to lock it in. Next, the foot end of the stretcher must be lifted to the appropriate height to have the legs folded up and then is pushed into the truck. Thus, lifting from the bottom handle at a height of 22", it has to be lifted to the respective height of the back of the truck plus the 5" for the bottom handle to the floor; so, for the box truck, it must be lifted from 22" to 38". Therefore, for the sprinter truck it must be lifted from 22" to 32"; and for the van, it must be lifted 22" to 33".

**WORK SCHEDULE:**

Typically 24 hours on / 24 hours off / 24 hours on / 24 hours off / 24 hours on / 4 days off. They are able to go to bed after 10 pm if there are no calls. Employees are always considered to be on call if necessary.

Lunch: They eat when they can

**ENVIRONMENTAL FACTORS:**

- Weather: heat, cold, rain, snow
- Body fluids
- Chemicals and gases
- Fires and smoke
- Belligerent individuals
- Animals/pets