



**City of Raytown**  
10000 East 59<sup>th</sup> Street  
Raytown, MO 64133-3993  
Phone: 816-737-6006 Fax: 816-737-6097

## Position Announcement

### EMT (Emergency Medical Technician)

Department: EMS Posted: August 2016  
Grade/Status: Non-Exempt Hourly Rate: 10.518/hr  
(app \$35,003.90/yr)

Job Description: See Attached

Required Knowledge, Skills and Abilities: Ability to perform a variety of tasks related to assisting mobile advanced life support, medical and transportation services in a pre-hospital setting; serve the community with basic emergency care, and provide technical support to the EMS Director.

Special Requirements: Possession of or ability to obtain an appropriate, valid Missouri driver's license, Advanced Cardiac Life Support Certification and MO Mobile Emergency Medical Technician or EMT-P. High school diploma or equivalent. One year of EMS experience.

ADA Requirements: Physical Requirements: Tasks involve standing, bending, stooping, kneeling and sitting for prolonged periods of time; lifting and carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) persons and materials; manual dexterity.

Environmental Requirements: Exposure to computer screens; emergency medical situations, inclement weather.

Sensory Requirements: Tasks require sound, depth, texture, visual and oral perception and discrimination.

Benefits: Full-time position—eligible for City's benefit package

Application Process: Complete EMS online application on [www.raytown.mo.us](http://www.raytown.mo.us). Return, with resume, to: Human Resources, 10000 E 59<sup>th</sup> Street, Raytown, MO 64133; fax 816/737-6097; [hr@raytown.mo.us](mailto:hr@raytown.mo.us). E-Verify participant.

Closing Date: No closing. Applications accepted continuously.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation(s) if needed may be made to empower individuals with disabilities to undertake the essential functions of the position, in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.



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## **EMT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To perform various tasks related to assisting mobile advanced life support, medical and transportation services in a pre-hospital environment; to serve the community with basic emergency care; and to provide responsible technical support to the Emergency Services Director.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the attending paramedic, Director, or his designate.

Exercises no supervision.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Performs various tasks related to providing mobile basic life support, medical and traumatic care and transportation in a pre-hospital environment; assist advanced emergency medical care; remove persons from physically threatening situations and administers emergency care.
2. Evaluate and treat any and all types of medical and traumatic problems as well as psychiatric situations; transport patients to hospitals and clinics; communicate medical services to the appropriate authority through utilization of telecommunications, radio and computer systems.
3. Promote wellness in the community through various community relations activities and programs; document data and services provided including patient care, condition and related information.
4. Maintain station readiness and appearance including grounds and vehicle maintenance; maintain and use support equipment including cot, back boards, stretchers, and various other equipment.
5. Attend community activities in a stand-by capacity; maintain appropriate documentation of activities for billing of insurance, government agencies and others for care rendered.
6. Assist in the administration of pharmacologic agents at various stages of care as directed by Medical Control Doctor; maintain personal readiness to deal with all types of medical, traumatic and behavior needs.



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7. Maintain mandated records and reports as required by the State of Missouri.

**Marginal Functions:**

1. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of an emergency medical services program.  
Operation of emergency medical tools and equipment.  
Emergency medical equipment repair and maintenance.  
Human anatomy, physiology and kinesiology.  
Basic life support and Advanced life support upon completion of paramedic training.  
Hazardous and infectious material handling.  
Mediation, arbitration and counseling skills.  
Occupational hazards and applicable safety precautions.  
Recent developments, current literature and sources of information regarding emergency medical services.  
Basic principles and procedures of record keeping.  
English usage, spelling, grammar and punctuation.  
Pertinent Federal, State and local laws, codes and regulations.  
City personnel policies and procedures.

**Ability to:**

Communicate clearly and concisely, both orally and in writing.  
Interpret and apply Federal, State and local policies, laws, and regulations.  
Follow all safety rules and regulations of the Health Services Department.  
Work independently in the absence of supervision.  
Understand and follow oral and written instructions.  
Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Operate emergency medical vehicles.  
Maintain mental capacity which permits:

- *making sound decisions and using good judgement*
- *communicating clearly*
- *responding to questions.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *walking, standing or sitting for extending periods of time*
- *lifting and/or carrying moderate to heavy objects.*



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Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *communicating with others*
- *reading and writing*
- *evaluating status of vehicles and equipment*
- *answering questions*
- *speaking in a clear and audible voice.*

### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

One year of emergency medical service experience.

#### **Training:**

Equivalent to the completion of the twelfth grade supplemented by technical emergency medical training.

### **License or Certification**

Possession of or ability to obtain an appropriate, valid Missouri driver's license.

Possession of or ability to obtain an appropriate, valid Advanced Cardiac Life Support certification.

Possession or ability to obtain an appropriate, valid Missouri Mobile Emergency Medical Technician or  
Emergency Medical Technician-Paramedic license.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office/field environment; exposure to computer screens; emergency medical situations and inclement weather conditions.

#### **Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for standing, bending, kneeling and sitting for prolonged periods of time; lifting and carry moderate to heavy materials and persons; manual dexterity.