



San Juan Island Emergency Medical Services

Job Title:	Emergency Medical Technician (EMT)	Job Category:	Full-time, union
Department	Operations	Hire Date:	
Location:	Friday Harbor, WA	Travel Required:	Friday Harbor, occasional marine transport to mainland
Pay Range:	Starting pay: \$21 / hour (about \$50,000 / year based on shifting system)	Scale:	Hourly
Reporting: EMS Administrator			
Job Description			
<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • This is a position that requires a minimum certification of EMT-Bs. Must be a current WA State EMT and maintain current certifications and ongoing Agency training requirements. Nationally Registered EMT is strongly preferred. • Maintain Washington State Driver License in good standing in accordance with SJIEMS Policies and Procedures. • Completed agency approved EVOC driver training and maintain proficiency in operation of emergency vehicles. • American Heart Association CPR, First Aid Instructor, and WA State Evaluator is a bonus but not required. • A Washington State BLS evaluator certification is not required but is a plus; willingness to become an evaluator when the agency is able to offer it is required. <p>KNOWLEDGE, SKILLS, AND ABILITIES:</p> <ul style="list-style-type: none"> • Must meet knowledge, skill, and ability qualifications established by SJIEMS per Policies and Procedures. • Ability to exercise sound judgment and cooperate with others. 			



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- Ability to work and problem solve with creativity and flexibility while keeping to industry requirements and adhering to risk management principles.
- Personal commitment to program success including long-term scheduling and ensuring deadlines and program deliveries are met.
- Ability to perform the physical tasks required for the essential functions of the job which include, but are not limited to, regular walking, sitting, and standing; the ability to intermittently lift, carry, push, and/or pull 100 lbs. occasionally, up to 50 lbs. frequently, and up to 20 lbs. regularly. In addition, the need to occasionally climb ladders and stairs, crawl, bend, stretch, twist, run, balance, crouch, stoop, turn, pivot, and otherwise be mobile; and all other physical activities as required in the performance of the essential functions. Ability and willingness to work in both open and confined workspaces as well as in adverse environmental conditions for extended periods of time with little or no rest.

WORKING CONDITIONS:

Incumbent is exposed to all manner of environmental conditions including inclement weather, extreme temperatures, dust, noise, and all other conditions as required in the performance of the essential functions. Incumbent may also be exposed to hazards such as blood and other body fluids, fumes, chemicals and other hazards as required in performance of essential functions. Requires the operation of various equipment, tools, apparatus, and vehicles as needed. Requires the ability and willingness to work in both open and confined workspaces. May require working long hours and for extended periods of time between and including interrupted meals, breaks, rest and sleep in some emergency situations.

JOB GOAL:

Rapid response to 911 emergencies as well as maintaining response readiness at all times. Related tasks may include procurement, stocking, maintenance, logistics, report writing, and cleaning of agency facilities and equipment. Additional tasks may include: provision of educational and support services to the administration, staff and volunteers; ensuring a safe, attractive and comfortable setting for learning and operations; assisting in agency readiness to respond to external disasters and community needs in the event of a mass casualty event within the District; coordinate with staff and volunteers to keep all vehicles, facilities and grounds clean, adequately supplied and operationally ready.

SUPERVISES:

None, but does supervise personnel on scene when necessary.

PERFORMANCE RESPONSIBILITIES



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Emergency Medical Technician (EMT)

- Rapid response to 911 emergencies and always maintain response readiness.
- The position involves contact with a wide variety of individuals and organizations both within the agency and in the surrounding community/response area. The EMT performs duties as assigned with a high degree of independent decision-making and with oversight of the chief, paramedics, and other agency staff as relevant.
- This position requires frequent work schedule adjustments and may occasionally require overtime in order to meet job expectations and deadlines while maintaining response and response readiness as the top priority.
- If qualified, evaluate BLS skills for EMTs as needed; be willing to be certified to evaluate BLS skills
- Assist with COVID-19 vaccination clinics.
- Maintain response readiness of vehicles, equipment, supplies, and personnel.
- Perform daily checks on ambulance and equipment using appropriate reporting software as deemed by the Agency
- Perform monthly outdates and inventory checks of equipment and supplies.
- Maintain proficiency in direct patient care, report writing, and scene management to include coordination with other agencies and supervision of volunteer EMTs as warranted.
- Maintain communication log for continuity of daily/ongoing tasks in collaboration with other Duty EMTs, staff, and volunteers.
- Continue/follow-up priority projects from previous shift and ongoing projects.
- Proactively assist with tasks, projects and logistics as needed and / or assigned.
- Maintain general housekeeping throughout the station including kitchen, bathrooms, offices, vehicle bay, training room, meeting room, common space, etc.

Logistics, Support, and Administrative support as assigned, one responsibility per employee plus other duties as assigned:

- Fleet Management
 - Supervise and facilitate the regular upkeep and tracking of fleet maintenance
 - Coordinate repairs and service, delegating follow up to others as needed
 - Track and maintain maintenance records and reports
 - Track work orders pertaining to fleet maintenance including documentation of work in progress and completion.
- Training and QA / QI
 - Coordinate with Training Officer regarding ongoing training and education
 - Maintain agency training records
 - Coordinate with evaluators, lieutenants and training officer regarding skills evaluations



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- o Maintain readiness of training supplies in coordination with training officer, Director of Outreach and Prevention and primary EMT responsible for inventory and supplies
 - o Assist with Outreach Programs as needed
 - o Work with Medical Program Director and other assigned personnel on Quality Assurance and Quality Improvement
- Supply Ordering and Inventory Management
 - o Maintain and track/inventory medical supplies and other assets
 - o Order medical supplies as needed, keep items in stock, coordinate with Paramedics regarding medications and controlled substances
 - o Coordinate with Paramedics, Chief, and MPD regarding current usage of medications and anticipated updates
 - o Supervise and coordinate restocking, outdates, and inventories as needed
- Building and Grounds / Radios
 - o Supervise and Coordinate general upkeep and repairs of building and grounds
 - o Perform appropriate maintenance to keep grounds presentable including mowing, weeding and trimming. Delegates tasks as needed
 - o Keep track of work orders pertaining to building maintenance including documentation of work in progress and completion.
 - o Coordinate timely upkeep of facilities including but not limited to air filters, sewage pump, lighting, and water.
 - o Perform or delegate general repairs to keep building in presentable, functioning state.
 - o Maintain and update radio equipment as needed
- Driver Training and Marine Response (flex EMT)
 - o Work with the safety officer and training officer to ensure adequate training for all operators of emergency vehicles within the agency
 - o Work with fleet personnel to identify and address driver improvement following any incidents or vehicle damage
 - o Obtain all necessary certifications to certify other personnel to operate vehicles
 - o Develop and maintain a marine response program that ensures operator safety, and ensures transport options for patients in collaboration with Agency leadership and key partners
 - o This role is expected to be generally smaller than the others, and the flex EMT will need to fill in some for the other EMTs logistics roles as well
- Specific projects and other duties as assigned

Performance of this position will be evaluated in accordance with the provisions of the Agency's Policy on evaluation of Personnel.