



**CITY OF LAUREL
MONTANA**
EMERGENCY MEDICAL SERVICES
215 W 1ST ST
LAUREL, MONTANA – 59044
OFFICE: (406) 628 – 1611 | DISPATCH: (406) 628 - 8737



Emergency Medical Technician Job Description & Responsibilities

Accountable To: Medical Authority at Scene->EMS Supervisor->Deputy EMS Director->EMS Director
Salary:

- Volunteer: \$3.50 per Hour On-Call + \$15/Transport, or \$10/Treat & Release, or \$7.50/Cancel
- Full or Part-Time: \$15.00 per Hour (Entry Level <2 Years of Experience) or \$15.50 (Experienced >2 Years of Experience) + Benefits + \$.10-.25 per Hour per Endorsement Addition on License

Schedule/Work Hours:

- Volunteer: Must contribute at least 25 hours per month of on-duty time as described in Policy Manual
- Full Time:
 - May be assigned to one of several shift possibilities (Hours dependent on staffing needs):
 - Two 24-Hour Shifts per Week
 - Three 12-Hour Shifts per Week + One 4-Hour Shift per Week
 - Four 10-Hour Shifts per Week
 - Five 8-Hour Shifts per Week
 - One 16-Hour and One 24-Hour Shift per Week
 - If shift falls on a local, state, or federal holiday, employee will be required to attend that shift.
 - Employee may be recalled to duty in the event of a major emergency or imminent public safety threat such as, but not limited to, natural or man-made disasters, active shooter/assailant scenarios, pandemic or other widespread health emergency, civil unrest or terror incident, severe weather warnings, line of duty death or injury of other employee, or any other situation which may threaten public safety and require additional manpower than that scheduled.

Minimum Requirements:

- 18 Years of Age
- High School Diploma, GED, or other State-Approved Education Diploma
- Montana State Licensure at Emergency Medical Technician level
- National Registry of Emergency Medical Technician's certification
- Valid Montana driving license
- American Heart Association BCLS Certification
- Ability to pass department-issued physical abilities test as described in Policy Manual
- Be of good moral character, and demonstrates ability to cooperate with team members and the public at large
- Ability to read, write, and speak English
- Ability to frequently stand, sit, bend, stoop, lift, stretch, squat, kneel, and crawl
- Requires normal or correctable vision and hearing capabilities
- Requires employee to be able to discern between certain colors
- Employee must have the sense of smell



- Employee must have sensation of touch including temperature, pressure, pain, texture, and moisture detection

Essential Duties & Responsibilities:

- Responds to calls for service, both emergency and non-emergency in nature, and renders aid to sick & injured citizens.
- Operates ambulances and other assigned apparatus safely and within the confines of the law.
- Assists with extrication, provides first-aid, CPR, and other medical procedures as defined in the National EMS Scope of Practice Model and Laurel EMS Patient Care Guidelines.
- Assists Paramedics, Advanced Emergency Medical Technicians, or Physicians with Advanced Life Support procedures.
- Thoroughly documents all daily activities, patient encounters, incidents, and completes required forms.
- Inspects, cleans, and restocks apparatus.
- Perform any other duty assigned by Medical Authority at Scene, EMS Supervisors, Deputy EMS Director, or EMS Director so long as the assignment is lawful and within policy.

Knowledge, Skills, and Abilities:

- Data Utilization
 - Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize, and/or reference data, statutes, guidelines, groups, or ranks. Must also possess ability to investigate and diagnose, using the scientific method. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Human Interaction:
 - Requires the ability to provide paraprofessional level medical care, such as splinting fractures, monitoring vital signs, administering CPR, or rendering general first-aid.
- Equipment, Machinery, Tools, and Materials Use:
 - Requires the ability to operate and perform complex rapid adjustment on equipment, machinery and tools such as ambulance, fire extinguisher, flashlight, cardiac monitor/defibrillator, blood pressure cuff, glucometer, oxygen tank, ventilation and suction equipment, cervical collars, ambulance cots, backboards, and other related materials used in performing essential functions.
- Verbal Aptitude
 - Requires the ability to utilize a variety of advisory data and information such as medical records, insurance forms, patient care records, various lists, maps, street



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- guides, technical operating manuals, procedures, guidelines and non-routine correspondence.
- **Mathematical Aptitude**
 - Requires the ability to perform addition, subtraction, multiplication, and division; calculate percentages and decimals.
 - **Functional Reasoning**
 - Requires the ability to carry out instructions furnished in written, oral, or diagram form. Involves semi-routine standardized work, with some latitude for independent judgement regarding choices of action.
 - **Situational Reasoning**
 - Requires the ability to exercise the judgement, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.
 - **Environmental Factors**
 - Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, potential violence, disease, or pathogenic substances.