

City of Black River Falls Job Description
FIRE DEPARTMENT – EMS DIVISION

JOB TITLE: EMERGENCY MEDICAL TECHNICIAN

Department: Fire Department – EMS Division
Reports To: EMS Division Chief
FLSA Status: Non-Exempt

POSITION SUMMARY

The Emergency Medical Technician's (EMT) primary role is to respond to 911 calls and provide emergency medical care within the Scope of Practice for an EMT as outlined by the State of Wisconsin. Additional roles include participate in public relations events, standby at special events, and maintain department vehicles, equipment, and property.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Respond to emergency and non-emergency 911 calls including inter facility transfers.
- Provide efficient and immediate care to the critically ill and injured, and transport the patient to a medical facility.
- Determines the nature and extent of illness or injury and establishes priority for required emergency care.
- Perform independently under emergency conditions, analyzing situations rapidly and objectively to determine proper medical care plan while remaining courteous and tactful.
- Draft a detailed, accurate, and complete Patient Care Report (PCR) for each call response.
- Maintain interior and exterior of department vehicles. This includes, but is not limited to, restocking and cleaning the exterior and interior of ambulances as well as general cleaning and upkeep of ambulances and supply areas as needed.
- Maintain apartment and/or living quarters including dusting, sweeping, cleaning windows, mopping, etc as needed or directed by the EMS Division Chief or designee.
- Perform general building maintenance including but not limited to dusting, sweeping, cleaning windows, mopping, etc as needed or directed by the EMS Division Chief or designee.
- Assist in public relations and recruiting of new personnel.
- Answer incoming telephone calls, provide information to callers and/or route callers to the proper person when applicable.
- Compose correspondence, reports, and other material as directed by the EMS Division Chief or designee.
- Attend meetings, trainings, continuing education and refresher training programs as required by employer, medical direction, licensing and/or certifying agencies.
- Perform any other duties as assigned by the EMS Division Chief or designee.

EDUCATION / LICENSURE/CERTIFICATION REQUIREMENTS

- High School Diploma or equivalent required.
- Wisconsin Emergency Medical Technician or higher certification required.
- Valid American Heart Association Healthcare Provider CPR Certification required.

- Valid Wisconsin Driver's License required.

KNOWLEDGE AND SKILLS REQUIRED

- Demonstrate competency in all advanced skills once every six (6) months as stated in HSS 110.10(11)(a)c.
- Complete a scheduled CPR recertification at least once every twelve (12) months.
- Knowledge of modern EMS principles, procedures, techniques, and equipment.
- Knowledge of computer processing.
- Vocational or business skills such as typing, operating business machines such as fax machines and copiers.
- Establish and maintain effective working relationships with co-workers, supervisors, and the general public and work effectively as a team member.
- Reading, writing, comprehension, and basic mathematical skills are required.
- Critical thinking skills and ability to solve problems.
- Ability to understand and follow directions.
- Ability to effectively meet and interact with the public.
- Ability to communicate effectively both verbally and in writing.
- Must be able to handle stressful situations.

PHYSICAL AND MENTAL DEMANDS OF POSITION

- Standing, walking, kneeling, crouching, and sitting.
- Reaching, feeling, talking, and hearing.
- Lifting objects weighing 50 pounds or more.
- Handling, manipulating objects with hands, holding, grasping, or controlling with the hands.
- Performing tasks under emergency conditions may require strenuous exertion
- Exposure to death, emotional stress, and patients with contagious diseases.
- Exposure to physical hazards from equipment, traffic, patients may occur.
- Exposure to health risks may occur.
- Must be able to physically and mentally perform the essential functions of an Emergency Medical Technician.

ENVIRONMENTAL & WORKING CONDITIONS

- Indoors 90% of the work day.
- May be exposed to extreme cold and heat, changing weather and environmental conditions.

WORK SCHEDULE

- Full-Time union employees' work schedules will be as outlined in the Collective Bargaining Agreement (CBA) if applicable. If no CBA is in place, then Full-Time employees will be scheduled as described in #2 below.
- Work various call shifts as assigned by the EMS Division Chief or designee.
- Part-Time employees will work various call shifts as voluntarily signed up for by the part-time employee and/or assigned by the EMS Division Chief or designee.

PAY DIFFERENTIAL DUTIES:

- **Billing:** All duties and responsibilities related to entering and/or editing patient and call information to insure accurate and reimbursable billings. This includes but is not limited to: entering and/or editing patient care report data in to the billing software, issuing a sequential call number to each call, assuring the accuracy of the data/report, assuring the correct coding is used for billing, applying the correct charges for base rate, mileage, standby, etc, submitting electronic claims to Medicare, Medicaid, and other insurance companies that accept electronic claims, preparing and mailing paper claims to insurance companies and/or private pay accounts, logging and filing appropriate paperwork to track billing, maintaining accurate Medicare and Medicaid billing files as required by Medicare and Medicaid, perform billing procedures as often as possible but at least once per week at a minimum.
- **Accounts Receivable:** All duties and responsibilities related to managing all accounts receivables and aged receivables. This includes but is not limited to: properly recording and applying payments on accounts, preparing and executing bank deposits, following up on trouble accounts that are either rejected or are not being processed in a timely manner, working with insurance companies to correct any billing procedures that prevent payments, submitting delinquent private pay accounts to collections, submitting delinquent private pay WI resident accounts to the WI Tax Refund Intercept Program (TRIP) as needed, sending notices to accounts being submitted to TRIP, updating and managing accounts in collections and/or TRIP, recommending accounts to write-off to the EMS Division Chief or designee, and properly recording and applying payments for CPR classes, equipment sales, donations, and all other funds received.
- **Accounts Payable:** All duties and responsibilities related to managing all accounts payable functions. This includes but is not limited to: timely payment of all invoices/statements on or before the due date, matching all shipping receipts, receipts, packing slips, etc with each invoice/statement received, entering all payments in to the accounting software, properly coding and applying all payments to the appropriate budget line items, making payments out of the appropriate account(s), drafting and signing checks, mailing payments, insuring all credits get properly applied to our account, recording and executing electronic bill paying when applicable, reconciling all accounts with bank statements on a monthly basis.
- **Payroll:** All duties and responsibilities related to preparing and executing payroll functions. This includes but is not limited to: properly recording hours each employee spends on call responses, compiling reports on the hours each employee spends on-call, entering payroll data in to our payroll software, issuing payroll checks or executing direct deposits for all part-time employees and volunteers on designated pay dates, submitting electronic payroll tax payments for federal and state payroll taxes, logging, filing, and maintaining all payroll information, and compiling payroll reports as directed by the EMS Division Chief.
- **Vehicle Maintenance:** All duties and responsibilities related to the light maintenance on all of our fleet vehicles including mechanical and electrical repairs. This includes, but is not limited to: oil changes, fuel filter changes, maintaining proper tire pressures, replacing light bulbs, replacing batteries as needed, replacing fuses, troubleshooting mechanical problems as they arise and making repairs whenever possible, and scheduling repairs at the appropriate service center for maintenance and repairs that we cannot perform in-house.

- **Equipment Maintenance:** All duties and responsibilities related to the general maintenance and repair of equipment. This includes, but is not limited to: minor repairs on mechanical and electronic medical equipment, cleaning and/or repairing equipment used on calls including but not limited to Long Boards, CIDS, KED Boards, Scoop Stretcher, Lift Assist Cots, Stair Chairs, and C-Collars, performing weekly quality control checks and reports on all equipment requiring weekly check including but not limited to glucose monitors, defibrillation equipment, and carbon monoxide detectors.
- **Inventory Control:** All duties and responsibilities related to maintaining adequate inventory to allow for operational efficiency. This includes, but is not limited to: maintaining adequate inventory of supplies and equipment at the station and in the ambulances, ordering required supplies and equipment as needed (purchases over \$500.00 require prior approval), inspect and monitor inventory for expiration dates and any deterioration that may occur, insure inventory is rotated when applicable, insure supplies are readily accessible to crew members for restocking the ambulances, and working with vendors for product returns and credits when applicable.
- **Training Officer:** All duties and responsibilities related to planning, designing, and executing the training operations of the Department as well as planning, scheduling, and conducting training for local businesses and the general public as needed. This includes, but is not limited to: Maintaining certification as an American Heart Association CPR/First Aid Instructor, filling the role of Instructor for scheduled trainings as needed, assisting with the training and orientation of EMT's and Drivers, coordinating CPR/First Aid/Safety/Prevention courses for department members and the general public, and scheduling outside resources to provide training when applicable.
- **Quality Assurance Officer:** All duties and responsibilities related to reviewing reports to determine areas for improvement in individual performance and/or operational/procedural efficiencies. This includes, but is not limited to: Reviewing completed patient care reports on a regular basis to assure protocols are being followed, reporting significant protocol discrepancies to the EMS Division Chief immediately, reporting overall QA findings in writing to the EMS Division Chief on a monthly basis, discussing any discrepancies with the Training Officer when warranted, and recommending remediation and/or disciplinary action for the crew members to the EMS Division Chief when applicable.

This job description should not be interpreted as all inclusive. It is intended to identify major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

The City of Black River Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.