

## **WILLIAMSBURG COUNTY, SOUTH CAROLINA CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE: EMT BASIC**

---

### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform technical tasks to provide emergency care in the pre-hospital setting and transport of sick and/or injured individuals. Reports to the Director, EMS.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Receives and responds to calls for emergency service; provides initial assessment and update information to hospital staff during response and transport.

Provides emergency patient care on the scene and in route to the hospital; conducts patient assessment and triage; performs necessary medical care to prepare patient for transport; monitors patient status during transport.

Prepares required reports and documents based on services provided and nature of response call; completes DHEC reports, patient bills, HIPPA forms, lien releases, check-off sheets, incident reports, refusal forms and related documentation.

Cleans and maintains ambulance and equipment after each trip; stocks ambulance supplies and fuels ambulance.

Performs all response tasks ensuring safety of responders and individuals involved in the situation; complies with all established safety protocols and procedures.

Operates a variety of emergency response equipment, hand tools, medical supplies and equipment as well as basic office equipment, a personal computer, or other equipment as necessary to complete essential functions.

Attends required State and regional meetings, conferences, training courses and seminars to maintain knowledgeable of industry trends and technology.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED with vocational or technical school training as an EMT and a minimum of six months to one year of experience providing initial treatment to patients in an emergency setting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid driver's license as well as EMT and CPR certification.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, water hazards, violence, disease, pathogenic substances, or rude/irate customers.

*Williamsburg County, South Carolina, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*