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## **JOB DESCRIPTION**

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**Job Title:** EMT-Basic/Fire Support  
**Class:** 415  
**FLSA Status:** Non-Exempt  
**Reports To:** Officer in Charge

**Department:** Fire  
**Pay Group:** 8  
**EEOC Category:** Protective Service

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### **Objective**

To provide emergency medical services at the scene of an accident or illness. To provide support to fire personnel during fire operations.

### **General Statement of Duties**

To provide emergency medical services at the scene of an accident or illness. To provide support to fire personnel during fire operations.

### **Essential Duties and Responsibilities**

1. Respond to alarms within one minute of receiving page from dispatch by consulting map or recalling from memory to determine location of emergency site while adhering to emergency driving laws regarding the use of lights and sirens
2. Assess nature and extent of illness or injury at emergency scene, administer appropriate treatment.
3. Perform vehicle inspection and supplies check at the beginning of shift. Restock supplies and clean equipment following each call.
4. Lift stretcher and load patient(s) into ambulance. Transport patient to appropriate facility and/or destination while providing continuing care for patient during transport.
5. Write medical reports on patient's condition, completing paperwork before the end of shift.
6. Assist Officer in Charge with daily operations.
7. Obtains Class B driver's license.
8. Drives EMS/Fire apparatus to emergency scenes and maintains vehicle in state of readiness.
9. Assist with connecting supply lines, operating pumps, operating fire apparatus, managing fire ground support and rehab.
10. Participate in Fire/EMS prevention.
11. Public awareness and public speaking-teach EMS, First Aid, and CPR classes.
12. Maintains professional medical knowledge and operational skills.
13. Attend EMS and Fire classes at local, regional and national levels for continuing education and maintenance and/or advancement of certifications.
14. Respond to calls off-duty
15. Perform such other duties as may be assigned.

### **Supervisory Duties**

Provide direct supervision to First Responders on emergency scenes in the absence of Command personnel.

## **Competency**

To perform the job successfully, an individual should demonstrate the following competencies:

1. **Analytical** - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data.
2. **Problem Solving** - Identifies and resolves problems in a timely manner; develops alternative solutions; uses reason even when dealing with emotional topics.
3. **Customer Service** - Manages difficult or emotional customer situations; responds to requests for service and assistance; meets commitments.
4. **Interpersonal Skills** - Focuses on solving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas.
5. **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; demonstrates group presentation skills; participates in meetings.
6. **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.
7. **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; contributes to building a positive team spirit; puts success of team above own interests.
8. **Leadership** - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.
9. **Quality Management** - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
10. **Cost Consciousness** - Works within approved budget; develops and implements cost saving measures; conserves organizational resources.
11. **Diversity** - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.
12. **Judgment** - Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

13. **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
14. **Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
15. **Adaptability** - Manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
16. **Innovation** - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas.

### **Required Knowledge, Skills and Abilities**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of supervisors and the general public. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Familiarity with and ability to operate power tools and small machinery.

### **Physical Ability**

Tasks involve the ability to stand, walk and sit for extended periods. The ability to use hands to finger, handle or feel and to reach with the hands and arms. The ability to climb or balance and to stoop, kneel, crouch or crawl. The ability to talk or hear and the ability to taste or smell. The ability to lift, carry, push or pull heavy objects or materials (up to 100 pounds), sometimes involving heavier objects or materials (over 100 pounds).

### **Sensory Requirements**

Tasks require visual and sound perception and discrimination and the ability to communicate orally.

### **Environmental Factors**

Tasks may risk exposure extreme weather conditions, working near moving mechanical parts, working in high, precarious places, exposure to fumes, airborne particles, toxic or caustic chemicals, there may be a risk of electrical shock or radiation, and possible work with explosives. Work environment is typically loud.

### **Experience and Training**

High school diploma or general education degree (GED); or one to three months related experience and/or training.

OR

Any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

**Certificates and Licenses Required**

Valid Texas Commercial Driver License class “B”

Texas Fire Commission – FF Certification

Texas Department of Health – EMT-I Certification