

VILLAGE OF KIMBERLY

Emergency Medical Responder

Approximate number of employees in classification with the same title: 6

Department: Fire

Location: 515 W. Kimberly Avenue

Reports to: EMS Director

Workweek: Variable (24/7)

Background Check: Yes

Medical Physical: Yes

FLSA Classification: Exempt

PURPOSE OF POSITION:

Serves the community by responding to a wide variety of situations, ranging from emergencies that immediately threaten life to citizen requests for assistance.

Performs initial patient care up to Emergency Medical Service (EMS) level and could include assisting ambulance crew in transport.

Performs within the scope of the policies and procedures of Kimberly Fire & Rescue and perform duties in the following general categories: emergency medical aid, training, and public education.

Must have the ability to work without the supervision of a company officer and is expected to function effectively as part of a highly trained team. They are also expected to perform their duties under adverse conditions and physical conditions that may pose a high risk of personal injury or exposure to hazardous conditions or infectious diseases.

Required to attend regularly scheduled training in order to maintain the high level of knowledge, skill and ability necessary to function safely and effectively as an Emergency Medical Service (EMS) provider in accordance with state law, county protocols, and standard operating procedures.

Work performance is continuously evaluated for general knowledge, skill proficiency, and ability to work as part of a team. Any deficiencies are corrected through remedial training.

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:

Individuals are expected to respond to calls from home or work as their employers allow. Individuals fulfilling these duties and responsibilities will at all times present themselves in a courteous, professional and responsible manner.

Respond to requests for pre-hospital emergency medical care and transport of sick or injured persons, setting up and/or operating oxygen and auto-defibrillation equipment, administering pre-hospital emergency medical care to the sick and injured and performing other related work as assigned.

LEVEL OF SUPERVISION:

The position requires the ability to work with little supervision at times, and also as a team member with others and various agencies.

MINIMUM AND RECOMMENDED POSITION QUALIFICATIONS:

Ability to:

- Ability to work with residents, employees, and other officials at local, county, state, and federal agencies.
- Ability to provide good leadership, judgment and decision-making skills.
- Ability to communicate both verbally and in writing.
- Obtain or possesses and maintain certification as an EMR or higher level licensing.
- Maintain physical conditioning necessary to perform efficiently in emergency situations; meet medical and physical agility standards as established.
- Learn the geography of the Village, the location of important buildings and the street system.
- Participate in training and other classes associated with recognized EMS standards.
- Analyze and cope with a variety of emergency situations calmly but effectively and to react quickly to secure accurate and precise information on the location, extent, and nature of emergency aid requests.
- Establish and maintain effective working relationships with co-workers, supervisors, and the general public; to work effectively as a team member.
- Prevent waste and damage of materials, supplies, and equipment.
- Occasionally perform community service activities.
- Submit necessary records and reports in the required time limits.
- Must comply with the Village of Kimberly personnel policy and safety manual policies.
- Exceed minimum of 75% of SAP participation.
- Exceed minimum of 15% of call attendance requirement.
- Participate in fire training drills when applicable.
- Participate in Kimberly Fire Department Public Relations/Public Education events.
- Perform other duties as assigned.

CERTIFICATIONS/LICENSES:

- EMR certification or higher level
- Basic Life Support (BLS) or Advanced Life Support (ALS) provider certification
- Valid Wisconsin Drivers License with a clean driving record

PHYSICAL DEMANDS:

The physical demands described here are representative of those that employees must meet to perform the essential functions of this job. The Village may make reasonable accommodations to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily on emergency medical scenes, mass casualty, fire scenes and extra ordinary events as they occur.
- Performing tasks under emergency conditions may require strenuous exertion. The exposure to death, emotional stress, patients with contagious diseases and terminal illnesses can be expected.
- Ability to work under dangerous conditions where exposure to environmental factors such as temperature variations and extremes, toxic agents, noise, machinery, and/or dust, may cause discomfort and there is risk of injury.

- Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise.
- Sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to effectively operate at an emergency scene.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in EMS responses.

MENTAL DEMANDS:

While performing the duties of this position, the employee will be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with police, ambulance, fire department members, other organizations and the public.

Field environment may expose employee to unsettling scenes of victims of various health conditions.

MEDICAL REQUIREMENT:

Applicants may be required to submit to a medical examination prior to employment, consistent with requirements of the position. The Village of Kimberly Fire Commission with approval of the Village Board will update from time to time specific requirements of the medical examination.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements.

UPDATED 03/15/2021