

DEPARTMENT

OF

PUBLIC SAFETY

Division of Emergency Medical Services

**TOWNSHIP OF JACKSON**

DEPARTMENT NAME: DIVISION OF EMERGENCY MEDICAL SRVCS. DEPARTMENT CODE:

TITLE	NAME	2006 SALARY	2007 DEPARTMENT HEAD REC.	2007		2007 FINAL
				TWP. ADMIN. REC. IC	REC. CAP OC	

EMERGENCY MEDICAL TECH.	NEW	\$0		\$32,000	PRO-RATED	
4 NEW POSITIONS FT						
\$32,000 PER	10/1/2007					
<b>TOTAL</b>		<b>\$0</b>		<b>\$32,000</b>		

EMERGENCY MEDICAL TECH.	NEW	\$0		\$14,775		
4 NEW POSITIONS PT						
20/HRS PER WK X 12 WKS	10/1/2007					
\$15.39/PER WK						
<b>TOTAL</b>		<b>\$0</b>		<b>\$14,775</b>		

OVERTIME		\$0		\$5,000		
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**GRAND TOTAL:** \$0 \$51,775

830



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## Job Specification 01724

### EMERGENCY MEDICAL TECHNICIAN

#### DEFINITION

Under direction, drives or rides an ambulance to a specific location to provide emergency medical treatment, provides treatment both at the scene and on the return trip to the hospital; does related duties.

**NOTE:** The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### EXAMPLES OF WORK:

Answers all calls for emergency medical treatment.

Drives ambulance to required location, parks ambulance in a safe location, and creates a safe traffic environment by placement of road flares, removal of debris, and redirection of traffic.

Determines the nature and extent of injury and establishes priorities for emergency care.

Administers emergency care such as opening and maintaining an airway, giving positive pressure ventilation, and cardio-resuscitation.

Stops bleeding by bandaging or tourniquets, treats shock, immobilizes fractures, and provides initial care of poisoned and burn patients.

Searches for medical identification emblem as a clue for providing emergency care.

Extricates patients from entrapment.

Radios the dispatcher for additional help if needed

Prepares victims for transportation in an ambulance.

Cares for patient on return trip to hospital.

Reports to the dispatcher the nature and extent of injuries to ensure prompt medical care on arrival.

May request advice from hospital physician or emergency department.

May deliver newborn infants.

On arrival, transfers patient to stretcher, carries or wheels into hospital, and provides nurse or doctor evaluation of the patient's condition.

Prepares reports of trips made and enters information into a chronological log.

May also act as dispatcher determining priorities in calls for ambulance and dispatching the ambulance.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

#### **REQUIREMENTS:**

##### **CERTIFICATION**

Applicants are required to possess a current and valid Emergency Medical Technician Certification issued by the New Jersey Department of Health and Senior Services.

Applicants are required to possess a current and valid CPR Certification (Community Level) issued by the American Red Cross, American Heart Association, or the National Safety Council.

Applicants may be required to possess a current and valid CPR Certification (Professional Level) issued by the American Red Cross, American Heart Association, or the National Safety Council.

**NOTE:** A current and valid CPR Certification (Professional Level) may be substituted for the Community Level.

##### **LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

##### **KNOWLEDGE AND ABILITIES:**

Knowledge of principles of emergency medical and first aid treatment.

Knowledge of the techniques used to administer pulmonary and cardiac resuscitation.

Knowledge of the techniques used to administer oxygen.

Knowledge of appropriate emergency treatment depending on the patient's condition.

Ability to remain calm in an emergency situation.

Ability to establish rapport with the patient.

Ability to drive an ambulance with caution.

Ability to work harmoniously with others.

Ability to determine the nature and extent of injury and provide emergency medical treatment.

Ability to administer first aid, CPR and other emergency medical care.

Ability to prioritize emergency medical treatment needs.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG - 01724                      MCK                      9/6/00

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[ HOME ]

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## Job Specification 03312

### SENIOR EMERGENCY MEDICAL TECHNICIAN

#### DEFINITION

Under direction, takes the lead over a small group of emergency medical technicians involved in driving or riding an ambulance to locations to provide emergency medical treatment both on the scene and on the return trip to the hospital; does other duties as required.

**NOTE:** The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### EXAMPLES OF WORK:

Performs and takes the lead over emergency medical technicians performing the following duties:

Answers all calls for emergency medical treatment.

Drives ambulance to required location, parks ambulance in a safe location, and creates a safe traffic environment by placement of road flares, removal of debris, and redirection of traffic.

Determines the nature and extent of injury and established priorities for emergency care.

Administers emergency care such as opening and maintaining an airway, giving positive pressure ventilation, and cardioresuscitation.

Stops bleeding by bandaging or tourniquets.

Treats shock, immobilize fractures, and provides initial care of poisoned and burn patients.

Searches for medical identification emblem as a clue for providing emergency care.

Extricates patients from entrapment.

Radioes the dispatcher for additional help if needed.

Prepares victims for transportation in an ambulance.

Cares for patient on return trip to hospital.

Reports to the dispatcher the nature and extent of injuries to ensure prompt medical care on arrival.

May request advice from hospital physician or emergency department.

May deliver newborn infants.

On arrival, transfers patients to stretchers, carries or wheels into hospital, and provides nurse or doctor the evaluation of patients' condition.

Prepares reports of trips made and enters information into a chronological log.

May act as dispatcher determining priorities in calls for ambulance and dispatching the ambulance.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

#### **REQUIREMENTS:**

##### **CERTIFICATIONS**

Applicants are required to possess a current and valid Emergency Medical Technician Certification issued by the New Jersey Department of Health and Senior Services.

Applicants are required to possess a current and valid CPR Certification (Community Level) issued by the American Red Cross, American Heart Association, or the National Safety Council.

Applicants may be required to possess a current and valid CPR Certification (Professional Level) issued by the American Red Cross, American Heart Association, or the National Safety Council.

**NOTE:** A current and valid CPR Certification (Professional Level) may be substituted for the Community Level.

##### **EXPERIENCE:**

One (1) year of experience in providing emergency medical treatment.

##### **LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

##### **KNOWLEDGE AND ABILITIES:**

Knowledge of principles of emergency medical and first aid treatment.

Knowledge of the techniques used to administer pulmonary and cardiac resuscitation.

Knowledge of techniques used to administer oxygen.

Knowledge of the appropriate emergency treatment depending on the patient's condition.

Ability to remain calm in a crisis situation.

Ability to establish rapport with the patient.

Ability to drive an ambulance with caution.

Ability to work harmoniously with others.

Ability to determine the nature and extent of injury and provide emergency medical treatment.

Ability to administer first aid, CPR and other emergency medical care.

Ability to prioritize emergency medical treatment needs.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG-03312

MCK

9/6/00

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## Job Specification 04587

### SUPERVISING EMERGENCY MEDICAL TECHNICIAN

#### DEFINITION

Under direction during an assigned shift, supervises a group of emergency medical technicians involved in driving or riding ambulances to specific locations to provide emergency medical treatment; provides treatment both at the scene and on the return trip to the hospital; does other related duties.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### EXAMPLES OF WORK:

Supervises emergency medical technicians engaged in providing emergency medical services.

Ensures shifts coverage and assigns personnel where needed.

Provides assignments and instructions to personnel on the shift and supervises work.

Answers calls for emergency medical treatment.

Drives an ambulance to required location.

Determines nature and extent of injuries, and establishes priorities for emergency care.

Administers emergency care such as opening and maintaining an airway, giving positive pressure ventilation, cardiac resuscitation, treating shock victims, and immobilizing fractures.

Provides initial care to poison and burn patients.

Summarizes reports of trips.

May act as dispatcher, determining priorities in calls for ambulance and dispatching the ambulance.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.