

**Orangeburg County**

**Title: Advanced EMT**

**Class Code: E018**

**FT**

**PT**

**Exempt**

**Non-Exempt**



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COUNTY**

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### **General Description**

The purpose of this job is to respond to emergency medical calls promptly, providing patients quality medical treatment and transportation to appropriate medical facilities. Performs SC approved EMT-Intermediate skills. Completes required records and performs routine maintenance of equipment and vehicles

This class works under general supervision, independently developing work methods and sequences.

### **Duties and Responsibilities**

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Responds to emergency calls, providing basic and intermediate life support treatment and first aid to patients, as well as transportation to appropriate medical facility. Obtains patient medical history if possible; assesses physical condition of patients and assists in making decisions regarding proper courses of action. Performs such duties as CPR; splint application; wound treatment; control of bleeding; monitoring and relaying of vital signs; oxygen administration; sterile suctioning; intubation; intravenous therapy; blood glucose monitoring; and esophageal obturator, pharyngeal tracheal lumen, nasotracheal and combi-tube airways.
- Operates an ambulance and a wide range of life-saving / life supporting equipment, tools, generator, safety gear, siren, medical instruments, radio and supplies.
- Communicates via radio with dispatch center, hospital personnel and other public safety agencies to receive and to transmit instructions involving patient care. Provides instructions to first responders and bystanders in the use of first aid equipment.
- Assists in securing accident scenes as necessary, performing such duties as gathering information, preserving evidence, providing crowd/traffic control and assisting with auto extrication.
- Completes required records and forms documenting patient treatment.
- Assists with the inspection and maintenance of emergency vehicles and the performing of daily supply and equipment inventory; restocks and cleans/decontaminates equipment in preparation for subsequent medical responses and shifts.
- Receives, reviews, prepares and/or submits various documents including daily logs, vehicle maintenance logs, patient bills, supply order forms, patient treatment and insurance records, inventory lists, check sheets, incident reports, Coroner's reports, etc.

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- Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, other County department staff, law enforcement personnel, S.C. Wildlife Department officers, rescue squad personnel, fire department personnel, Coroner, Solicitor, attorneys, public utility workers, patients and their families, hospital staff, news media, life guards, DHEC Inspectors, nursing home personnel, inmates, funeral home personnel, morgue personnel, pathologists, Poison Control Center personnel, etc., and the general public.
- Performs other duties and related work as instructed and assigned.

**Minimum Education and Experience Requirements:**

Requires High School graduation or GED equivalent supplemented by EMT-Basic and Advanced EMT coursework.

Requires six (6) months of EMS experience or closely related experience; or an equivalent combination of education, training and experience.

**Physical Demands:**

Performs medium to heavy work that involves walking, standing, stooping, lifting, digging, pushing and raising objects and also involves exerting between 20 to 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

**Unavoidable Hazards (Work Environment):**

- Involves routine and frequent exposure to:
  - Bright/dim light; Dusts and pollen.
  - Extreme heat and/or cold; Wet or humid conditions.
  - Extreme noise levels, Animals/wildlife.
  - Vibration; Fumes and/or noxious odors.
  - Traffic; Moving machinery.
  - Electrical shock; Heights.
  - Radiation; Disease/pathogens.

**Special Certifications and Licenses:**

- SC Advanced EMT Certified
- Valid SC Driver's License
- CPR Certified

**Americans with Disabilities Act Compliance**

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Orangeburg County is an Equal Opportunity Employer. ADA requires Orangeburg County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

I have read the above duties associated with the position of Advanced EMT, I understand this job description is not all-inclusive, and I may be asked to perform additional duties. I understand I will be evaluated on my knowledge and understanding of the duties and task listed in this document. The position I hold with The County of Orangeburg is an at-will position, which means, either the County of Orangeburg, or I, may terminate employment, with or without notice, and with or without cause.

\_\_\_\_\_  
**Print Employee Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

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