



## STANDARD OPERATING GUIDELINES

**ORIGINAL**  
**8/16/22**  
Approved: JH

### JOB DESCRIPTION CIVILIAN EMS PERSONNEL

2.22

**Classification:** Civilian EMS Personnel  
**Department:** EMS  
**Accountable To:** Captain/EMS Officer/Chief Officer  
**FLSA Status:** Non-Exempt

#### GENERAL DESCRIPTION OF POSITION:

Provide emergency and non-emergency care for patients requiring basic life support and/or advanced life support transportation. Civilian EMS Employees are representatives of the department, they shall maintain a courteous and professional presence while interacting with any individual or entity, regardless of being on or off duty.

#### SUPERVISION:

Work is performed in accordance with FMMFD policies, procedures, and guidelines with direction from the Chief Officers, EMS Officer, or Fire Captain. The EMS Officer/EMS Chief Officer will review work through performance reviews and conferences with the Civilian EMS employee.

#### ESSENTIAL DUTIES & RESPONSIBILITIES:

Essential functions are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Attends and participates in required trainings and drills.
- Completes all required records and reports in an accurate and timely manner.
- Performs medical skills within scope of medical certification in accordance with current State of Arizona as well as local medical control protocols.
- Cleans and maintains assigned apparatus and equipment; replaces medical supplies and equipment used during response.



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- Makes sound decisions and quickly reacts positively under stressful conditions which typically entail the life or well-being of a citizen or public safety member who is sick or in danger.
- Works in a safe manner and reports unsafe activity and conditions.
- Maintains professional and effective working relationships by providing exceptional customer service and must be able to harmoniously work in a team environment.
- Maintains punctuality and completes a minimum of one patient transport per month.
- Participates required meetings.
- Upon completion of an IFT, personnel will leave the vehicle in a state of readiness. This is to include removing trash, fueling up, and washing the vehicle

### DESIRED MINIMUM QUALIFICATIONS:

- All applicants must be 18 years of age
- U.S. citizen or able to legally work in the United States
- Possess a High School Diploma or GED
- Valid Arizona driver's license
- AZ State or National Registry EMT Basic or higher certification
- Ability to meet the insurability requirements of the district's insurance carrier
- Ability to meet FMMFD physical standards
- Ability to speak, read, write the English language



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### NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

#### Basic Knowledge and Skills:

To include, but are not limited to:

- Radio and communication technology
- Transport physiology
- Safety operations to include the vehicle, patient, equipment, and all care providers on board
- Transport equipment
- Documentation
- Transport logistics
- Transfer protocol(s)
- Patient records
- Physician orders
- Patient “packaging” for safety and accessibility
- Medical oversight
- Evaluation of level of care needed by patient during transport

#### Advanced Knowledge and skills:

To include, based on certification, but not limited to:

- Basic transport skills
- IV insertion, monitoring maintenance; including maintenance of central venous and intraosseous lines



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- All forms of medication administration
- Pharmacology at the DOT EMT-Paramedic National Standard Curriculum level (if applicable)
- Advanced airway management
- ECG monitoring
- Defibrillation, cardioversion, and transcutaneous pacing

### **PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS**

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physically mobile with reasonable accommodations
- Frequently lift or move 50 pounds and occasionally lift and / or move up to 175 pounds for up to 100 feet
- Working in temperatures exceeding 120 F and below 32 F
- Working in the presence of pollen, dust, poisonous creatures and plants.
- Able to bend, reach, kneel, twist and grip items while working at various locations
- Manual dexterity and coordination to operate office equipment including computers, fax, and copy machines
- Respond to visual and aural cues
- Operate in mentally and physically stressful situations
- Ability to remain calm and cooperative in difficult or emergency situations



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### EXPECTED BEHAVIOR/QUALITY OF SERVICES:

Excellence is the responsibility of everyone at Fort Mojave Mesa Fire District. It is our vision to strengthen partnerships with the community and our neighboring departments through progressive training, community outreach and strategic planning.

We lead by our core values:

- Integrity - Uphold the highest moral and ethical conduct
- Respect - Embrace diversity and promote equality
- Honor - Our oath is to be honest, trustworthy, courageous, and fair
- Commitment - Our pledge is to selflessly respond to the needs of the community while providing for the health and well-being of our members

All employees are expected to conduct themselves consistent with and in support of the above values.

### SELECTION GUIDELINES:

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference, and background check. Supplemental job-related tests may be required.

All applicants must successfully pass the testing process which consists of the following:

- Successful completion of a EMT Skills test (pass/fail only)
- Successful completion of an oral interview
- Successful completion of a background check
- Successful completion of a drug screen
- Candidates may also be required to successfully pass a psychiatric test and a physical examination



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### TERMINATION OR SEPARATION:

- For a Civilian EMS Employee to voluntarily terminate employment on good terms or remain eligible for re-hire at a later date, the employee must turn in a letter of resignation.
- On the last scheduled date of employment, all equipment issued by FMMFD must be returned in good condition.
- Final pay may be held pending return of all issued equipment.
- Should an employee be involuntarily terminated all equipment will be collected immediately.
- Should the termination stem from negative circumstances, the employee will not be eligible for re-hire in any capacity.

### DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

### EMPLOYEE SIGN OFF:

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirements/responsibilities of the position. I also acknowledge that I can fulfill the essential functions of the position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_