

**Job Title:** Emergency Medical Technician, BLS or ETT  
**Job Class:** ETTI, EMTI, EMT2  
**Pay Rate:** \$11.11 - \$21.05 / hr (grade 1-3)  
Part-Time Position with Partial Benefits  
**Department:** Emergency Medical Services, City of Craig  
**Immediate Supervisor:** Emergency Medical Services Coordinator  
**Date Revised:** July 7, 2022

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### **Position Summary**

Under the general direction of the Emergency Medical Services Coordinator, the EMT, BLS or ETT is responsible for the overall readiness of all EMS equipment, supplies, and materials, as assigned. The employee shall respond to emergency calls, perform administrative duties, and maintain a general orderliness and cleanliness of the EMS facility and response vehicles.

### **Duties & Responsibilities**

- Provide first line emergency medical response and care without regards to race, creed, social standing, economic class, political or religious preferences.
- Respond to all EMS calls within the City of Craig during the normal weekday; accompany all medevacs as needed and take on-call shifts as scheduled.
- Drive, operate, and maintain emergency medical vehicles, apparatus, and equipment safely while observing legal driving practices.
- Prepare and submit reports on incidents, apparatus maintenance, and inventory.
- Assist with the cleaning and reloading of all equipment, tools, and apparatus upon completion of emergency response activities. Maintain an adequate supply of all necessary first response medical equipment as it pertains to community EMS needs and possible disasters.
- Inspect vehicles, equipment, and apparatus for proper operating conditions; assist with equipment testing; perform routine and minor repairs and maintenance; identify needs for major repairs; maintain records of maintenance work performed.
- Maintain the general cleanliness and organization of the EMS section within the Craig Fire Hall including lockers, supply cabinets, equipment, floors, and training aids.
- Ensure the proper disposal of all bio-hazard materials collected during the normal day-to-day response of emergency medical services in a safe and orderly manner as outlined by OSHA Standards.
- Assist with EM Grants and Programs.
- Other duties as assigned.

**Knowledge, Skills and Abilities**

- Ability to interpret and apply federal, state, and local policies, laws and regulations as they pertain to emergency medical services.
- Must possess sound judgment and decision making skills.
- Must have good communication skills, both orally and in writing.
- Ability to communicate with persons who are under stress or emotionally upset.
- Ability to master a variety of emergency medical techniques and methods.
- Must be able to make a commitment to the emergency medical services profession and to the public health, safety, and welfare of the community he or she is serving.
- Must be able to maintain personal composure during times of emergency or acute stress.
- Must possess the ability to work with others in a team effort.
- Must maintain a high level of confidentiality.
- Must demonstrate self-motivation and good mental and physical condition.

**Administration**

The Emergency Medical Technician is subordinate to the Emergency Medical Services Coordinator.

**Qualifications/Experience**

- Must have a valid Certification from the State of Alaska, or able to obtain as soon as possible.
- Must maintain valid Provider CPR with documented continued education within the field of Emergency Medical Services.
- Must possess and maintain a valid Alaska Driver's License.
- Must be bondable.
- Certified Emergency Medical Technician preferred, but will assist with obtaining BLS, and further training.
- Certified Instructor for CPR, First Aid, ETT and EMT-I under the State of Alaska preferred.
- Must possess ability to work with others.
- Prior work history must demonstrate reliability and honesty
- Must pass Drug and Background check.

**Supervision**

The Emergency Medical Technician works under the general supervision of, and is responsible to, the Emergency Medical Services Coordinator.

**Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The employee must occasionally lift and/or move up to 70 pounds.

**Work Environment**

The work environment characteristics described here 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. The noise level in the work environment may be moderate to loud.

**Position & Benefits**

This is a full-time position with the City of Craig. Full medical, retirement, and leave benefits apply as outlined in the personnel policies. The City of Craig is an Equal Opportunity Employer.

This is a position with promotion potential based on EMT Certification and increased responsibility.

**Position**

This is a part-time, hourly position through the City of Craig. Various benefits apply as defined in the City of Craig personnel handbook. The City of Craig is an Equal Opportunity Employer.

*Note: Reference is made to The City of Craig Employee Handbook for subjects not included in this job description. The Handbook takes precedence over this job description.*

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**Printed Name**

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**Employee Signature**

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**Date**

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**Director**

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**Date**