

**GARRETT COUNTY GOVERNMENT**  
**JOB DESCRIPTION**

**JOB TITLE:** Basic Life Support Provider  
**DEPARTMENT:** Emergency Management  
**DIVISION:** Emergency Medical Services  
**REPORTS TO:** EMS Lieutenant  
**FLSA STATUS:** Non-Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

**JOB SUMMARY:**

Response to medical and rescue incidents, provide support functions including vehicle and equipment maintenance, emergency responses, records and reporting duties, and emergency medical treatment including but not limited to medical and trauma emergencies. Plans and organizes medical service functions within applicable laws, codes, rules and regulations.

**ESSENTIAL JOB FUNCTIONS (not all inclusive):**

- Working in conjunction with volunteer and career personnel to respond to and participate in medical emergencies and to provide basic and advanced life support emergency medical treatment to ill or injured persons in a pre-hospital setting.
- Identifies patient treatment needs through adequate assessment and provides appropriate prioritization and care in accordance with basic and advanced life support standards and the Maryland Medical Protocols.
- Performs basic and advanced life support medical care including but not limited to assessment, treatment, and transportation of medical and trauma patients to an appropriate health care facility.
- Drives and operates emergency vehicles under emergency and non-emergency conditions.
- Performs inspections and basic preventative maintenance at prescribed intervals on vehicles and equipment to insure operational readiness.
- Performs housekeeping duties with vehicles and stations.
- Executes comprehensive reports documenting emergency and non-emergency responses.
- Completes daily checks of ambulance inventory and equipment condition.
- Participates in continuing education activities, skills review, and in-service training necessary to maintain required certifications and department requirements.
- Assist where necessary with the jurisdictional Quality Assurance/Quality Improvement and Provider Education Programs.
- Exhibits professionalism and self-discipline while both on and off duty.
- Assists with the orientation of volunteer and career staff and participate in peer reviews.
- Maintains patient confidentiality in accordance with current HIPPA regulations
- Participate in special projects as assigned.
- Other duties may be assigned.

## QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill and/or ability required.

### Education and Experience:

- High school diploma or equivalent
- Must be 18 years old at time of appointment.
- Must be a certified BLS provider in good standing with the Maryland Institute for Emergency Medical Services Systems Department of Licensure.
- Current certification of EMT-B
- Completion of NIMS 100.
- Pertinent volunteer emergency response experience is beneficial.
- Preference may be given to applicants with additional advanced training in emergency medical care, fire suppression, hazardous materials, or technical rescue disciplines.
- Proficient in use of computer applications including but not limited to word processing, Spreadsheets, email and “EMAIS” incident reporting system.

### Knowledge, Skills, and Abilities:

- Ability to work in conjunction with career and volunteer personnel in various stations and settings, respond to and participate in medical emergencies and other emergency operations as required.
- Possess extensive knowledge of EMS practices and procedures as well as the Maryland Medical Protocols for Emergency Medical Services Providers.
- Applicants must have the ability to perform BLS skills in accordance with the objectives in the DOT/EMT Curriculum.
- Ability to establish and maintain effective working relationships with volunteer or career personnel and the general public.
- Ability to maintain personnel and medical information confidential in accordance with the applicable laws and regulations.
- Working knowledge of Garrett County geography and surrounding areas.
- Knowledge of Garrett County fire, rescue, and police operations.
- Must be willing to work all shifts and weekends.

### Certificates and Licenses:

- Valid driver's license
- Current Maryland EMT-B
- Current certification in CPR
- Current certification in Basic Trauma Life Support
- Completion of National Incident Management System courses IS 100, IS 200 and IS 700 within six (6) months of employment.
- Completion of Hazardous Materials Operations Course (preferred)
- Completion of Emergency Vehicle Operations Course (EVOOC) (preferred)

## PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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.

- Must have the use of sensory skills in order to effectively communicate and interact with immediate supervisor, other employees, agencies and the general public through the use of

telephone, radio and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physically capable to effectively use and operate various items of office related equipment, such as, but not limited to a personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing and pulling. Ability to lift, carry and balance a minimum of 125 pounds (250 with assistance) Physical ability to have fine motor skills such as a rapid finger dexterity and the ability to do multi-tasks correctly at the same time as well as good hand-eye coordination.

- With proper personal protective equipment, perform various functions under emergency conditions including operating environments immediately dangerous to life and health (IDLH) with appropriate personnel protective equipment.

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 work environment requires periods of strenuous physical effort and involves exposure to extreme conditions, including adverse weather, exposure to unpleasant and highly stressful environments, etc. An employee in this classification is regularly exposed to the risk of injury or disease, requiring the use of protective clothing and strict adherence to safety precautions. The omission of specific duties does not exclude them from this classification if the work is similar, related or a logical assignment to the classification.
- Available for scheduled shift work and mandatory callback during emergency situations. The job requires 24-hour/seven-day week availability, may demand being called in during adverse weather conditions and may require extended work periods.