



Job Description

JOB TITLE:	Crew Chief - AEMT or Paramedic
CLASSIFICATION & FLSA STATUS:	Non-Exempt (Hourly); Per Diem
UPDATED:	March 24, 2021

POSITION OBJECTIVES:

This position serves a crew chief or driver on assigned 12-hour which meet the needs of the organization and to ensure shifts are adequately staffed. This position may include days, nights, weekends, and holidays. Per diem employees have no expectation of ownership with any assigned shift. Duties include, but are not limited to: emergency medical services, related trainings, and maintenance of emergency vehicles, emergency equipment and fire station.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

This position will perform and meet all the characteristic duties and responsibilities of an EMS provider.

- Serves as the Crew Chief or Driver on shifts assigned on a monthly basis.
- Responsible for submitting availability via the organizations' scheduling software program.
- Administer emergency medical services to sick and injured persons, including performing vital signs, semiautomatic defibrillation, patient assessments, and other related patient care tasks in conjunction with state approved guidelines during calls and continuing emergency medical care while enroute to the medical facility if accompanying the ambulance
- Interact with injured and sick patients, with frequent exposures to illness, bodily fluids, and potential blood and air-borne pathogens
- Performs duties in accordance with Charlotte Volunteer Fire & Rescue Services departmental rules and regulations (SOP-SOG)
- Performs emergency medical technician duties at their level of certification and consistent with Vermont EMT Protocols and UVM Medical Center Patient Care Protocols
- Requires frequent strenuous physical efforts in situations of severe personal danger with exposure to all types of weather conditions and extreme hazardous environments, and therefore must maintain a level of physical conditioning necessary to successfully complete annual medical testing and agility/skills testing, including the ability to lift weight up to 150 pounds, lifting the stretcher (be able to lift and carry 150 pounds), placing stretcher in the ambulance and seeing that the patient and stretcher are secured. See "Physical Efforts and Stress" and "Working Conditions/Environmental Factors" information and related subsections attached to this document.

- Restocks and Replaces Used Supplies
- Cleans all equipment following appropriate disinfecting procedures
- Perform daily emergency apparatus and equipment inspections to ensure proper service of all equipment, including minor maintenance and repairs, and apparatus and equipment tests
- Conduct daily routine station maintenance in accordance with established schedule
- Performs in depth monthly documented ambulance inspections in accordance with Vermont EMS Rules.
- Participates in assuring that station office, meeting areas, living space, ambulance bays and laundry room are always neat and clean.
- Order station and medical supplies as needed.
- Operate all emergency equipment to include ambulance and specialized rescue equipment
- Attend Department training programs, other continuing education, and refresher training programs as required by employers, medical control, licensing or certifying agencies. May instruct be asked to provide instruction by supervisors at such trainings.
- Maintain positive public relations while participating in conducting prevention programs and other related educational activities
- Make frequent contact with general public, municipal emergency service agencies and other private agencies when responding to fire and emergency medical incidents
- May be involved in activities on a routine basis where patient medical information and other information is sensitive in nature and must be kept confidential
- Assists with community outreach program that can be used in schools and in the community to enhance understanding of the values and goals of the Rescue Service and promotes understanding of the challenges facing the Rescue Services.
- With the Rescue Officers and Training Officer assures that proper orientation is provided for new staff
- Other duties as assigned

SUPERVISION RECEIVED

Reports to, evaluated by, and receives direction from Deputy Chief.

SUPERVISORY RESPONSIBILITIES:

This not a supervisory role.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

Must be at least 18 years of age, valid VT-EMS Advanced AEMT required – Paramedic preferred, NREMT Certified, minimum 2 years as an EMS crew chief.

Must also have:

- Thorough knowledge of EMS and firefighting principals, equipment, and techniques
- The ability to obtain a working knowledge of Departmental policies and procedures
- The ability to operate ambulances and other emergency vehicles
- The ability to perform continuous strenuous effort for extended periods of time under hazardous conditions and adverse weather conditions
- Working knowledge of the town layout and streets in Charlotte and other service areas as applicable
- The ability to effectively communicate both orally and in writing
- Understand and follow oral and written instructions in the English language
- The ability to rely on sense of sight and hearing to help determine the nature of an emergency and make operational decisions
- The ability to comprehend and make inferences from written material in the English language
- Background check required
- Valid Driver's License
- Dependability – being reliable, punctual, responsible, and fulfilling obligations.
- Self-Control – maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Stress Tolerance – accepting criticism and dealing calmly and effectively with high stress situations.
- Cooperation – being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Concern for Others – being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Attention to Detail – being careful about detail and thorough in completing work tasks.
- Integrity – being honest and ethical.
- Adaptability/Flexibility – being open to change (positive or negative) and to considerable variety in the workplace.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change. The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.

This general outline illustrates the type of work, which characterizes the Job Classification. It is not designed to cover or contain a comprehensive listing of activities, duties, responsibilities, and qualifications that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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I acknowledge I have received a copy of this job description. I further acknowledge that I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of CVFRS without it being specifically included in my job description. If I have any questions about the job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor, the Chief or the Business Operations Manager.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee's Signature

Date

Employee's Name (please print)

PHYSICAL EFFORT AND STRESS. Employee must have the physical ability to perform the essential functions of the job as outlined above, in addition to the following (Indicate appropriate code below):

Frequency	Code	Description
Sometimes	S	activity may exist sporadically, but not on a consistent basis.
Occasionally	O	activity exists on a consistent basis for less than 1/3 of the time
Frequently	F	activity exists from 1/3 of the time up to 2/3 of the time
Constantly	C	activity exists for 2/3 or more of the time
Not Applicable	N/A	activity is not present in the position

	<i>Frequency Code</i>	<i>Essential</i>	<i>Not Essential</i>
SITTING	F	X	
STANDING	C	X	
WALKING	F	X	
SEEING	C	X	
HEARING	C	X	
TALKING	F	X	
DEXTERITY (hands/fingers)	C	X	
USE OF COMPUTERS AND EQUIPMENT	O	X	
LIFTING			
Up to 150 lbs.	O	X	
150+ lbs.	O		X
CARRYING			
up to 75 lbs.	F	X	
75+ lbs.	O		X
BENDING/STOOPING	F	X	
PUSHING/PULLING	F	X	
TWISTING	F	X	
CLIMBING	O	X	
BALANCING	O	X	
CROUCHING	F	X	
KNEELING	S	X	
CRAWLING	S		X
REACHING (i.e., overhead)	F	X	
HANDLING	F	X	
DRIVING	F	X	
REPETITIVE MOVEMENTS (hands, feet)	F	X	
MANAGING STRESS	F	X	
RESOLVING CONFLICTS	O	X	

WORKING CONDITIONS/ENVIRONMENTAL FACTORS: All conditions common to an emergency scene including, but not limited to, the following (See frequency codes above):

	<i>Frequency Code</i>
EXPOSURE (dust, dirt)	S
EXPOSURE (extreme heat – non-weather, flames)	S
EXPOSURE (extreme cold – non-weather)	S
EXPOSURE (fumes, odors)	F
EXPOSURE (viruses, infectious diseases)	F
EXPOSURE (water)	O
EXPOSURE (hazardous equipment)	S
EXPOSURE (chemicals, hazardous materials)	S
UNEVEN TERRAIN	F
OUTDOOR WEATHER CONDITIONS	F
VIBRATION/NOISE	F
HEIGHTS	S

Definitions - Physical Demands

Sitting: remaining in a seated position

Standing: remaining on one's feet in an upright position at a workstation without moving about

Walking: Moving about on foot

Seeing: Perceiving with the eye

Hearing: Perceiving or listening to sound by ear

Talking: Articulating, speaking, or discussing using spoken words

Dexterity: Skill in the use of hands and fingers

Lifting: Raising or lowering an object from one level to another (includes upward pulling)

Carrying: Transporting an object, usually holding it in the hands or arms or on the shoulder

Bending/Stooping: Bending the body downward and forward by bending the spine at the waist. Occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Pushing: Exerting force upon an object so that the object moves away from the force (includes slapping, striking, and kicking)

Pulling: Exerting force upon an object so that the object moves toward the force (includes jerking).

Twisting: Rotating; moving to face in alternate direction.

Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet, legs, and/or arms and hands.

Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing gymnastic feats.

Crouching: Bending the body downward and forward by bending the legs and spine.

Kneeling: Bending the legs at the knees to come to rest on the knee or knees.

Crawling: Moving about on the hands and knees

Reaching: Extending the hands and arms in any direction

Handling: Seizing, holding, grasping, turning, or working with hands