



## **Job Description: Technician**

Approved:

A handwritten signature in blue ink, appearing to be "R. B. J.", written over the "Approved:" text.

Date: 9/15/21

The Technician renders appropriate pre-hospital patient care, operates EMS units and fire apparatus, performs fire suppression activities (in accordance with the West Virginia State Fire Commission policy on Fire Prevention Units), and performs various station duties and assignments.

### **Qualifications**

To be eligible for initial or continued employment in this position one must:

- Be at least twenty-one (21) years of age
- Possess a valid Driver's License
- Meet the EMS Personnel Requirements set forth in WV §64 CSR 48
- Possess a current NREMT and WV Emergency Medical Technician (EMT) certification
  - For any individual hired on or after October 1, 2020, current status as an NREMT-EMT, with at least 120 days remaining prior to expiration, is a pre-requisite for employment and must be maintained, without lapse, throughout employment.
  - For those hired prior to October 1, 2020, NREMT status must be maintained, without lapse, throughout employment, *unless* it is not required by WVOEMS for the individual to maintain state EMT certification.
- Have successfully completed the Internship Program and be released by the Medical Director as an EMS provider at the EMT level
- Have successfully completed the introductory period as described in AP#1060
- Be cleared to drive two classes of heavy fire apparatus in a Jefferson County fire department, as evidenced by written notification from the chief of the department to the JCESA Director or his/her designee. Classes of heavy fire apparatus are;
  - Engine (engine or wagon)
  - Rescue (dedicated rescue or rescue engine)
  - Tanker (dedicated tanker or engine tanker)
  - Truck
- Have successfully completed the Technician's Examination with a rating of *qualified* or above.

Failure to maintain the required qualifications throughout employment will result in demotion, suspension, or termination, based on the circumstances, at the discretion of the Operations Commander.



### **Ongoing Training Requirements**

The following training requirements must be maintained throughout employment in this position. Failure to do so will result in disciplinary action up to and including termination at the discretion of the Director.

- Hazardous Materials Awareness (or higher) – must complete annually
- WV MCI I & II refresher – must complete biennially
- Protocol Review & Update – must complete annually
- Healthcare Provider CPR – must maintain an unexpired certification
- Skills Evaluation – must complete no more than 365 days after last successful completion

The employee is responsible for ensuring current documentation of these requirements is included in their TargetSolutions account and notifying the Education & Compliance Officer if documentation they have submitted is not visible.

### **Responsibilities**

It is the responsibility of the Technician to:

- Abide by the JCESA Administrative Policies & Operating Guidelines
- Assess and examine patients and perform appropriate interventions within the EMT scope of practice and in accordance with WVOEMS Protocols and online medical direction
- Always follow infection control best-practices
- Complete documentation in accordance with the expectations of the Medical Director
- Operate the EMS unit and fire apparatus safely and efficiently in accordance with West Virginia State law and JCESA policy and guidelines
- Ensure the units/apparatus are clean, re-stocked, and ready to respond at all times
- Perform daily, weekly, and monthly inventories as directed
- Develop and maintain knowledge of the primary area in which he/she will be responding
- Perform fire suppression activities as authorized by the chief of the assigned fire station and in accordance with the West Virginia Fire Prevention Unit Policy.
- Complete station duties and daily activities
- Perform other duties as assigned by an officer.

### **Supervision Exercised & Received**

- This position does not supervise others.
- This position is supervised by the Lieutenant to whom they are assigned, as reflected on the JCESA Organizational Chart and/or Personnel Action Notice, except that while on-duty this position is supervised by the Lieutenant on-duty.

### **Additional Position Attributes:**



- **Status:** Hourly
- **Compensation:** Compensation is determined by position and years of service, as illustrated in the JCESA Pay Table.
- **Location and Hours of Work:** Hours and days of work will vary. Assignment location and scheduled hours are subject to change at any time for any reason at the discretion of the Operations Commander.