

## **Montgomery County Hospital District Job Description**

**Job Title:** Attendant I  
**Department:** Field Operations  
**Reports To:** Field Supervisor  
**FLSA Status:** Non-exempt

**Attendant I may be subdivided into the following:**

EMT I                      Attendant level EMT  
EMT-I I                    Attendant level Intermediate  
Paramedic I                Attendant level Paramedic

**SUMMARY**

Administers first aid treatment to and transports sick or injured persons to medical facility, working as member of emergency medical team, by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Responds to instructions from emergency medical dispatcher and drives specially equipped emergency vehicle to specified location.

Operate the emergency vehicle according to the District's safe driving standards

Monitors communication equipment to maintain contact with dispatcher.

Work under the direction of the In Charge Paramedic in regards to patient care.

Patient care modalities in accordance with all applicable federal, state, and local laws, regulations and statutes.

Adhere to the policies and medical protocols as provided by Emergency Physicians Advisory Board. (EPAB)

Maintains station in an orderly and clean fashion.

Perform work related to public relations as needed, such as school demonstrations.

Patient care modalities in accordance with all applicable federal, state, and local laws, regulations and statutes.

Adhere to the policies and medical protocols as provided by Emergency Physicians Advisory Board. (EPAB)

Removes or assists in removal of victims from scene of accident or catastrophe.

Determines nature and extent of illness or injury, or magnitude of catastrophe, to establish first aid

procedures to be followed or need for additional assistance, basing decisions on statements of persons involved, examination of victim or victims, and knowledge of emergency medical practice.

Communicates with professional medical personnel at emergency treatment facility to obtain instructions regarding further treatment and to arrange for reception of victims at treatment facility.

Assists in removal of victims from vehicle and transfer of victims to treatment center.

Assists treatment center admitting personnel to obtain and record information related to victims' vital statistics and circumstances of emergency.

Maintains vehicles and medical and communication equipment and replenishes first aid equipment and supplies.

Report of vehicle and equipment malfunctions to the appropriate personnel.

Assists in controlling crowds, protecting valuables, or performing other duties at scene of catastrophe.

Assists professional medical personnel in emergency treatment administered at medical facility.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or 6 months related experience and/or training; or equivalent combination of education and experience.

### **COMPUTER SKILLS**

Moderate word processing, database, and spreadsheet skills required.

Basic Email and internet skills required

### **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, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **INTERPERSONAL**

Demonstrates effective customer service and project management skills. Documentation of Conflict

Resolution and Diversity Training preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Texas Department of Health EMT certification or higher, Current Texas Driver's License.  
Remain insurable by the current insurance vendor of MCHD.

**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 frequently required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; and taste or smell. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Employee will be required to drive fleet vehicle long and short distances.

**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.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, outside weather conditions, extreme cold, and extreme heat. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; risk of radiation; and vibration. The noise level in the work environment is usually moderate.