



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 657.5

Job Title: **EMERGENCY MEDICAL TECHNICIAN INSPR/INSTR**

Pay Grade: 18

### **GENERAL SUMMARY:**

As a certified instructor, provides instruction for emergency medical technical and CPR classes, supervises students, inspects ambulances, and researches and relays EMS information.

### **RESPONSIBILITIES:**

- Instructs classes in Emergency Medical Technician and CPR courses.
- Inspects ambulances.
- Controls logistics.
- Plans courses.
- Collects and disseminates information to professionals and the public.
- Maintains and expands requisite knowledge and certifications.
- Provides input regarding internal program policies and procedures.
- Provides input to local, regional and state EMS activities through supervisor.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires the basic ability and knowledge for simple analysis and interpretation of basic procedures, policies and practices attainable through specific education and/or training programs in a specific area or trade. This level of competence usually requires training of over 18 months but less than two years.

#### **EXPERIENCE:**

Two years of experience in Emergency Medical Services are required.

#### **COMPLEXITY:**

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

#### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with the clerical and technical staffs. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Emergency Medical Technician Inspector/Instructor

*Effective: October 1990*

*Revised: March 1992*