

**Title:** Medical Technician

**Job Code:** ILWU = 8120; Not Represented = 8049

**Pay Range:** ILWU = 121; Not Represented = 190

**FLSA Status:** Non-Exempt

**Employee Group: \***

**Established:** NA

**Revised:** May 2007; October 2014

**EEO Category:** Professionals

\*Medical Technicians working an average of four hours or more per week are represented by ILWU, Local 28. Medical Technicians working less than four hours per week are not represented.

### **CLASSIFICATION DESCRIPTION**

Assess injuries and illnesses. Provide emergency care and medical assistance to injured or sick persons.

### **DUTIES AND RESPONSIBILITIES**

1. Responds to medical emergencies and provides medical assistance to injured or sick persons on MERC premises; attends to ailments and medical conditions such as chest pains, shortness of breath, asthma, allergic reaction, etc.
2. Assesses non-emergency injuries and illness; provides first aid and medical intervention to persons injured on the agency's premises.
3. Determines the severity of illness or injury; initiates call to 911 as the situation requires.
4. Maintains first aid/medical supplies and equipment inventory; ensures adequate stock of medical supplies and equipment; processes requests for replenishment of stock as needed.
5. Ensures medical equipment is in proper working condition; cleans and sanitizes equipment as needed.
6. Ensures proper disposal of bio-hazard materials.
7. Acts as a resource to injured and sick persons by providing information with regard to the location of urgent care clinics, hospitals, emergency rooms, etc. for further evaluation.
8. Completes documentation and reports with regard to first aid, medication, and treatment provided.
9. Dispenses over-the-counter medications upon request.
10. Performs work in accordance with established protocols, policies, practices and procedures of the department.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
  - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust

- Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
  - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
  - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
  - Demonstrate sustainable practices in applicable field and generally for resource use and protection
  - Work assigned schedule (if applicable); exhibit regular and predictable attendance
  - Practice safe work habits
  - Comply with Metro and Metro’s visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
  4. Perform other duties as assigned.

## **JOB SPECIFICATIONS**

### **Education/Licensing and Work Experience:**

- Current and valid certification as an Emergency Medical Technician and
- Current and valid Cardiopulmonary Resuscitation certification and
- A minimum of two years of experience in emergency medical response or any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

### **Knowledge, Skills and Abilities:**

- Basic life support procedures and use of medical equipment
- Respond quickly and effectively in emergency situations
- Make appropriate decisions and read others in emergency situations
- Communicate clearly and concisely, both in orally and in writing
- Provide comfort and support to sick and injured persons
- Remain calm and methodical in stressful situations
- Perform all position essential duties and responsibilities
- Fulfill Metro’s core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro’s visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate

### **Additional Requirements:**

- Successfully pass the background check and screening requirements required for the position

**SUPERVISION RECEIVED**

This position is supervised by the Security Manager

**SUPERVISION EXERCISED**

This position has no supervisory responsibility but may provide leadership and guidance to volunteer staff and/or assist with orientation of new members of the work group.

**RELATIONSHIPS/CONTACTS****TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING****WORK ENVIRONMENT**

- Continuously required to stand and/or walk for extended periods of time; sit for extended periods of time; hear and/or respond to audio/verbal cues; see and/or respond to visual cues; stoop, kneel, crouch or crawl; twist and/or bend; reach with hands and arms; perform repetitive motions of hands and wrist; lift, push, pull and/or carry objects up to 50 pounds
- Frequently exposed to blood or other human bodily fluids; fumes or airborne particles
- Occasionally required to lift, push, pull and/or carry objects up to 100 pounds; work near or around mechanical moving parts; work in outdoor weather conditions

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*