



## Job Description

<b>Job Title</b>	Seasonal EMT	<b>Department</b>	Fire
<b>Reports to</b>	Fire Coordinator	<b>Salary Level</b>	VI
<b>Classification</b>	Non-Exempt	<b>Revision Date</b>	03/15/2019

### I. General Description

This position is responsible for assisting the Fire Department Coordinator to perform skilled labor.

### II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

### III. Essential Job Duties

1. Responsible for coordinating the ambulance billing with 3<sup>rd</sup> party contractor, including reports and communication with insurance and other agencies as necessary. Maintains patient confidentiality in accordance with Health Information Portability Act.
2. Assist with inspections of hydrants, firefighting hoses, and related items.
3. Supervises the completion of status and statistical reports for fire and/or EMS including routine reports after each incident.
4. Responds to fire and medical emergencies while on duty as needed.
5. Performs routine general maintenance and cleaning of department equipment.
6. Responds to fire and medical emergencies while on duty as needed.
7. Serves as an emergency medical technician as needed.



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### IV. Knowledge, Skills and Abilities:

#### Knowledge:

1. Basic knowledge of the operation and maintenance of department apparatus and equipment.
2. Use of construction tools, including, but not limited to: saws, gas powered chain saw, skills saws, carpentry tools, mechanical tools, plumbing tools and electrical tools. Able to take direction and instruction on how to use tools as directed by supervisors.
3. Knowledge of fire and EMS department administration.
4. Knowledge of hazardous materials and/or response to hazardous materials.
5. Working knowledge of computers, word processing and spreadsheet software.

#### Skills and Abilities:

This position must demonstrate the following skills and abilities:

1. Must be aware of the dangers of surrounding work area.
2. Interact with co-workers in a courteous, helpful and professional manner.

### V. Work Environment and Physical Effort

The Seasonal EMT position can be a physically strenuous and demanding job. He/she will be lifting, pulling and managing heavy hoses and objects. The Laborer position will have to work in all weather, and must be prepared for both extreme heat and cold. The Laborer occasionally works near moving mechanical parts, occasionally fumes or airborne particles, toxic or caustic chemicals.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.

The Laborer must occasionally lift and/or move up to 100 pounds.

### VI. Education and/or Experience

#### Education:

1. Minimum of High School Diploma or General Equivalency Degree (GED).
2. Must be 18 years or older.
3. Required EMT certification or higher qualification in similar field.



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### Experience:

1. Experience in driving an ambulance and firetrucks. May obtain on the job training.
2. Valid Alaska Driver's License preferred.

### **VIII. Supervisory Responsibility**

None

### **IX. Scope of Employment**

Seasonal/Temporary, part-time, non-exempt position.

### **X. Acknowledgment**

I understand the duties of this position as detailed in this job description.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

This job description is accurate and has been reviewed with the above employee:

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

This job description approved by:

	Initials	Date
Department Head:	_____	_____
City Manager:	_____	_____