



Job Description

Job Title	Seasonal EMT	Department	Fire
Reports to	Fire Coordinator	Salary Level	VI
Classification	Non-Exempt	Revision Date	05/31/2017

I. General Description

This position is responsible for responding to Fire Department and EMT personnel on Emergency Calls during 10pm-6am Friday-Tuesday.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily.

III. Essential Job Duties and Tasks

1. Responds to fire, rescue, hazardous materials emergencies and other emergencies as assigned by the EMS/Fire Department Coordinator.
2. Perform as an EMT and act as lead crew member when needed.
3. Operator rescue equipment.
4. Assist in cleaning ambulance or fire equipment upon return to the station.
5. Ensure Ambulance Reports are accurate and returned to the EMS/Fire Department Coordinator within 24 hours of completing the ambulance run.
6. Restock any and all supplies used on an ambulance call immediately upon returning to station.
7. Attend regular monthly meeting of the volunteer fire department.
8. Maintains inventory and restock EMS equipment, in both supply room and ambulance.
9. Cleans and maintains area for the fire station used by the members as scheduled.
10. Cleans and maintains ambulance, equipment, including all that was used on an ambulance call.
11. Other duties as assigned by the EMS/Fire Department Coordinator.
12. Must return pager/radio upon termination.

IV. Qualifications, Responsibilities:

Qualifications:

1. Applicant must be 18 years of age, possess a valid Driver's license. Have no felony or disqualifying criminal history. Must demonstrate excellent physical health. Must pass a pre-employment drug test. Frequently lift and/or move up to 50 pounds, and occasionally



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lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Applicant must show proof of graduation from high school or completing a GED. The successful applicant will comply with the following during the entire span of employment:

- a. Possess or obtain and maintain current Alaska EMT Certificate or National EMT Certificate.
- b. 2 years of emergency medicine experience.
- c. One year of emergency medicine experience at current level.

Responsibilities:

Mental alertness, mechanical aptitude, ability to get along well with others, willingness to perform any task assigned, conscientious and dependable, good physical condition. Position is based on a 40 hour work week. At the discretion of the EMS/Fire Department Coordinator, the employee will be required to be on-call for 5 night shifts each week, Friday through Tuesday with shifts starting at 10pm to 6am. The EMT will be expected to respond and work in less than ideal conditions. He/She may have to enter hazardous atmosphere areas and will be expected to work in a safe manner and ensuring the safety of your colleagues.

V. 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.

Experience:

1. Experience in driving an ambulance and firetrucks. May obtain on the job training.
2. Possess a valid Driver's license.

VI. Supervisory Responsibility

None

VII. Scope of Employment

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



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VIII. 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:	<u>BEA</u>	<u>1 JUN 17</u>
City Manager:	<u>[Signature]</u>	<u>15 June 17</u>