

CITY OF WEST CONCORD

Job Description

Position Title: Emergency Medical Technician (EMT)
Reports to: Ambulance Director
Supervises: N/A
Location: West Concord
FLSA Status: Non-Exempt
Classification: Full-Time

JOB PURPOSE

The West Concord Fire Department (Department) is looking for Emergency Medical Technicians (EMTs) with the primary responsibility of covering daytime ambulance calls and supporting the daily operations of the West Concord Ambulance. These positions would also require employees to complete other assigned administrative duties for the Department. These administrative duties may include records maintenance, clerical, scheduling, inventory control, reporting, assisting with training, and performing other work as required by the Department. Employees will communicate and work closely with the offices of the City of West Concord.

JOB DESCRIPTION

Under the direct supervision of the Ambulance Director, the EMT is responsible for daytime emergency medical response and administrative duties including, scheduling, inventory, and records maintenance. Assisting Department members, and providing support to the ambulance service, as directed. Assisting with training programs. This position reports to the Ambulance Director and communicates internally with Ambulance Volunteer EMR/EMTs, City Administrator and other City staff. This position communicates externally with customers and patients, state and regional EMS programs, billing company and other health providers (hospitals, assisted living homes, fire response, insurance programs, county dispatch, suppliers, and vendors).

ESSENTIAL JOB FUNCTIONS

- Respond to all daytime ambulance and 911 calls when working and scheduled.
- Maintain and operate vehicle adhering to driving laws and Department policy.
- Provide safe and comfortable transport from scene to medical facility.
- Maintain private and confidential information with appropriate discretion.
- Maintain a presentable and professional appearance.
- Attend two evening Department business and training meetings per month (2nd & 4th Mondays)
- Maintain licenses to ensure that the ambulance is certified to respond to EMS calls and ambulance personnel are certified to perform their duties.
- Review Run Reports for accuracy and quality control before final submission for billing.
- Prepare schedules to ensure adequate EMT/EMR personnel coverage for weekends.
- Assist members prepare Department apparatus, equipment, and supplies for service.
- Assist Officers with needs for required training and continuing education.
- Assist Officers maintain sufficient supplies for Fire and Ambulance.
- Assist Officers prepare a budget to ensure adequate funding for the Department.
- Assist Officers prepare required periodic reports for the City Council and other governmental authorities.
- Assist Department with Grant application writing.
- Maintain required Association / Membership active status.
- Attend public relation events within community, schools, or as directed during working hours.
- Attend all mandatory continuing education and required safety training programs.
- Completes tasks for other Department Officers when requested.
- Performs other job-related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to quickly respond to emergency decisions and take appropriate action.
- Ability to exert light to moderate to considerable physical effort in performing work with ambulance and emergency service.
- Ability to keep current on changes affecting ambulance and EMS.
- Ability to plan, direct and organize the work of volunteers.
- Ability to communicate effectively orally, and in writing, and speak/present to a variety of groups.
- Knowledge of basic accounting/bookkeeping principles and practices
- Customer service skills.
- Ability to use computer and related software, including Microsoft Office and Excel.
- Ability to type or enter data into computer with speed and accuracy.
- Ability to work under pressure and with frequent interruptions.
- Assist in preparing reports for City Council
- Meet all job requirements as outlined in the National Standard Curriculum for EMT.

EQUIPMENT USED

This position uses a variety of medical equipment found within the ambulance. Stretcher, stair chair, cardiac monitor, mechanical CPR device and other related medical equipment. Safe operation of the ambulance will also be required. The position will also include the use of basic office equipment such as a computer, tablet, copier, and printer.

WORKING CONDITIONS

Work is performed inside and outside, depending on the activity. Work involves a variety of movements such as standing/walking, sitting, bending, crouching, pushing/pulling, repetitive movements and twisting. Exposure to temperature extremes, and infectious diseases while responding to calls. Calls may involve lifting/carrying people and equipment. Must be able to operate a motor vehicle and two-way radio.

QUALIFICATIONS & CONDITIONS OF EMPLOYMENT

- Licensed Emergency Medical Technician (EMT) or higher for Minnesota
- American Heart Association BLS Provider Certification
- CEVO Ambulance Certification (or equivalent)
- Valid Minnesota Class D Driver's License
- High school diploma or GED
- One year experience working on an ambulance service.
- Must comply with organizational and Departmental policies.
- Must successfully pass a reference and criminal background check.
- Ability to establish and maintain cooperative working relationship with city officials and city staff, county, state and federal agencies and the public.

Benefits

- Shift 1: 40 hrs. per week / 6 A.M. to 2 P.M. / Monday – Friday / \$17.00 /hr.
- Shift 2: 40 hrs. per week / 8 A.M. to 4 P.M. / Monday – Friday / \$17.00 /hr.
- Health Insurance: ??
- Retirement Contribution: PERA?

Interested applicants are invited to submit application, resume, cover letter and references to:

Chad Finne, Fire Chief
PO Box 586
West Concord, MN 55985

Or, by email at: wcf.fire@yahoo.com