



JOB DESCRIPTION – EMS Driver

Job Title	EMS Driver	Department	Fire
Reports to	EMS Prevention Officer	Salary Level	VIA
Classification	Non-Exempt	Revision Date	09/16/2022

I. General Description

This position is responsible for driving city ambulances to Fire and EMS Emergency Calls, maintain ambulances and related EMS equipment.

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

- Responds to fire, rescue, hazardous materials emergencies and other emergencies as assigned by the EMS/Fire Department Coordinator.
- Assist EMS/prevention officer with other duties related to EMS operations.
- Assist medics and volunteers on all emergency calls.
- Assist in cleaning ambulance or fire equipment upon return to the station.
- Completes ambulance check-off sheets and maintenance sheets.
- Attend regular monthly meeting of the volunteer fire department.
- Maintains inventory and restock EMS equipment, in both supply room, hospital med cabinet and ambulance.
- Cleans and maintains ambulance/EMS equipment as directed by EMS/prevention officer.
- Other duties as assigned by the EMS/Fire Department Coordinator.
- Drive in a safe manner at all times to not put staff in harms-way.
- Operate EMS equipment located on the ambulance in accordance with training level.
- Be able to respond in inclement weather and be on call up to 24hrs in needed.

IV. Qualifications, Responsibilities:

Qualifications:

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 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:



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- Possess or obtain and maintain current CEVO Certificate and BLS/CPR certificate.
- Get ETT certificate within a year of service.
- One year of emergency service experience preferred.

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 managers, the driver 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:

- Minimum of High School Diploma or General Equivalency Degree (GED).
- Must be 18 years or older.
- EMS experience preferred but not mandatory.

Experience:

- Experience in driving an ambulance or similar vehicles, may obtain on the job training.
- Possess a valid Driver's license.

VI. Supervisory Responsibility

None

VII. Scope of Employment

Full-time, Temporary, Non-exempt

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: _____



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This job description approved by:

	Initials	Date
Department Head:	<u>[Signature]</u>	<u>9/19/22</u>
City Manager:	<u>[Signature]</u>	<u>9/19/22</u>

