



February 2017

PAID CALL AMBULANCE OPERATOR PARAMEDIC AND EMT

DEFINITION

Under the direction of the assigned Captain or Supervisor, this classification will be responsible for operating an ambulance responding to medical aid calls, provide basic medical care to the ill and injured, and provide patient transport services; performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Captain and/or Firefighter Paramedic.

CLASS CHARACTERISTICS

This class is characterized by the assignment of responding to medical aid calls; operates ambulance. Under general supervision, provides basic medical care and transport to the ill and injured within the scope of an Emergency Medical Technician; transports patients to hospitals or other emergency care facilities; responds to emergency medical calls for service including accidents and other emergencies; operates an emergency vehicle to and from the scene of an emergency; assists paramedics and other fire personnel and/or emergency medical personnel; monitors communications equipment to maintain contact with dispatchers and other fire personnel; assists receiving facility by recording patient's vital statistics and circumstances of the emergency; prepares required incident reports for billing and other record keeping purposes; operates within Federal, State, County, and City laws, regulations, and guidelines including the Health Insurance Portability and Accountability Act (HIPAA); participates in training, public education, and station/equipment maintenance; performs other related duties as required.

This class is only authorized under the current need of the department by the Fire Chief

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participate in EMS scheduled drills and or classes.
- Clean and maintain fire station, Ambulances, and related equipment.
- Responds to emergency medical calls and provides basic life support services.
- Safely operates an Ambulance to and from the scene of an emergency.
- Monitors a radio and operates communication equipment.

- Provides emergency medical care to the ill and injured within the scope of an EMT-1 and in accordance with established policies and procedures.
- Transports patients to hospital emergency rooms.
- Obtains and records patients' vitals and circumstances of the emergency.
- Prepares reports of incidents for billing and other record keeping purposes.
- Maintains medical information in a confidential manner subject to the Health Insurance Portability and Accountability Act (HIPAA).
- Participates in EMS training and public education activities.
- Participates in station and equipment maintenance activities.
- Keeps abreast of department rules, regulations, procedures, and other training and job related material.
- Assumes responsibility for ensuring the duties of this position are performed in a safe, efficient manner.
- Performs other related duties as assigned or as the situation requires.

QUALIFICATIONS, EDUCATION & EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Possess a current California Class "C" driver's license along with a driving record acceptable to the District and its insurance carrier.
- Provide Proof of current Auto Insurance
- Must possess a valid California Ambulance Certificate.
- Current Local/State EMT-I certification
- Current EMT-P certification/license with San Bernardino County accreditation.
- Current Cardio Pulmonary Resuscitation (CPR) or Advanced Cardiac Life Support (ACLS) certification.

Skills Required:

- Demonstrated knowledge of EMS and Ambulance operations and equipment

Communication Skills:

- Must be able to read, write, and speak fluent English and understand spoken English.

Physical/Mental Abilities Required:

- Must have the ability to use good judgment and common sense when doing the job.
- Must have the ability to follow written and verbal instructions in English.
- Must be punctual and dependable.

WORKING CONDITIONS:

- During the winter months exposure to extreme cold and high winds associated with mountain environment and natural conditions
- May be required to perform long hours of duty under adverse conditions to include extreme weather changes for periods more than 24 hours. Work either eight or 24 hour shifts and is available for dispatch to emergencies during those periods. Working conditions may be extremely hazardous.

PHYSICAL FACTORS:

- The following terms are used to describe the percent of time spent performing the physical factors below: Occasionally (1% - 33%); frequently (34% - 66%); continuously (67% - 100%).

Standing:	frequently
Reaching:	frequently
Walking:	frequently
Stretching:	frequently
Lifting:	frequently
Pushing	occasionally
Moving:	frequently
Pulling:	frequently
Bending:	frequently
Climbing:	frequently
Stooping:	frequently
Balancing:	occasionally
Twisting:	frequently
Kneeling:	frequently
Crouching:	frequently
Crawling:	frequently

E.M.S./Rescue

- Demonstrates and maintains all skills and knowledge commensurate with their level of E.M.S. certification.
- Performs all tasks as directed by the Captain, Company Officer or Incident Commander within the realm of their certification.
- Demonstrates proficiency in the operation of all rescue or E.M.S. related equipment within the confines of their certification.
- Displays compassion and respect for the sick, injured, or distressed.

TRAINING:

- Under the general supervision of the Company Officer the Ambulance Operator will perform and participate in the Running Springs Fire Department Training Program to maintain and improve their knowledge and skills to ensure they are capable of meeting the demands of the profession. The Ambulance Operator will continuously seek opportunities to challenge their abilities, keep abreast of new technologies and explore means to apply them in their work.

Education

- Consistently pursues opportunities to increase their knowledge and skills through study of textbooks, trade articles, classes, seminars, and schools.
- Stays current with issues facing the EMS service through conferences, trade articles, and other mediums.

SAFETY, HEALTH, AND PHYSICAL WELFARE:

- Ambulance Operators shall accept responsibility for their personal safety and for the safety of those around them. They shall adhere to safe working practices in the discharge of their duties and demand nothing else from others. Ambulance Operators shall continuously evaluate current and suggested practices and procedures for their adherence to acceptable safety standards. They shall participate in a physical fitness program to maintain and develop their own physical conditioning and encourage and support others in their endeavors.

Safety

- Continuously evaluates activities to ensure adherence to safe working practices.
- Assists other Company Officers to instill safety consciousness in all members.
- Actively participates in safety meetings and seeks solution to possible problems or hazards.
- Conducts periodic inspections of their work areas to make certain they are maintained in a safe condition and takes immediate action to correct any discrepancies noted.

Physical Welfare

- Participates in a regular physical fitness program that stresses maintenance and improvement of cardiovascular, flexibility and strength conditioning.

APPARATUS AND EQUIPMENT:

- Ambulance Operators must have the ability to perform routine preventative maintenance inspections and services to ensure their assigned EMS equipment is maintained in a

constant state of readiness. Ambulance Operators must be able to drive all Department Ambulances to the current standards of the Running Springs Fire Department as defined for their level of certification. Ambulance Operators must also be able to operate all equipment on their assigned ambulances.

Routine Maintenance

- Demonstrates proficiency in performing routine scheduled maintenance inspections in accordance with the Running Springs fire Department Preventative Maintenance Program.
- Works closely with the Lead Paramedic and advises the Company Officer of all repairs that cannot be corrected immediately.
- Maintains ambulance and equipment in a constant state of readiness. Ambulance and equipment are in keeping with the high standards of the Department.
- Communicates closely with the oncoming Company Officer upon completing their tour of duty to discuss all activities pertaining to the ambulance and equipment.

Vehicle and Equipment Operation

- Maintains a valid driver license issued by the State of California Department of Motor Vehicles that enables them to drive all assigned ambulances.
- Maintains a valid Medical Examination Certificate if required by their licensing class.
- Keeps in their possession and presents upon request, proper documentation of all required licenses and certifications.
- Is aware of and adheres to all laws, rules and regulations, including the Vehicle Code, Department and District rules, regulations, and policies pertaining to the operation of all assigned equipment.
- Demonstrates the ability to drive and operate all assigned ambulances and equipment in a manner as to prevent any unnecessary stress or abuse of the equipment.
- Adheres to all Defensive Driving Practices when operating any apparatus.
- Does not exceed the safe limitations of the equipment or operate the equipment in any manner that would not be prudent to the conditions present.
- Knows equipment inventory and equipment placement on all Department vehicles.

STREETS:

- The ambulance operator is responsible to respond to any given address in the most safe and efficient manner to ensure service can be provided as expediently and efficiently as possible. To accomplish this, the ambulance operator must be extremely familiar with all streets in the District to include; most direct route from any given location, hazards that may be encountered and any peculiarities or limitations that may be present.
- Given an address with a cross street demonstrate the ability to identify and describe the most direct route from their assigned station to any street within their first-in-area with 100% accuracy.

- Given an address with a cross street demonstrate the ability to identify and describe the most direct route from their assigned station to any street in the remainder of the District with 70% accuracy.
- Demonstrate the ability to use all maps and map books in use by the Department and determine the most direct route to any given location.
- Demonstrate the ability to identify and describe the most direct route to any District accepted landmark or target hazard within the District with 80% accuracy.

FACILITIES AND GROUNDS:

- Ambulance Operator will perform routine Facilities and Grounds Maintenance as directed by the Company Officer to ensure their assigned buildings and grounds are maintained in a safe condition for employees and the public, and kept in an aesthetically pleasing manner.

Maintenance

- Performs routine maintenance tasks as directed by the Company Officer.
- Maintains their work environment throughout the day and secures all items at the completion of each project.
- Assists in identifying major problems and provides possible solutions to improve the work environment.

PLEASE SUBMIT THIS APPLICATION TO:
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