



## JOB DESCRIPTION – TEMPORARY EMT

<b>Job Title</b>	Temporary EMT	<b>Department</b>	Fire
<b>Reports to</b>	EMS Prevention Officer	<b>Salary Level</b>	VIIA
<b>Classification</b>	Non-Exempt	<b>Revision Date</b>	3/17/25

### I. General Description

This position is responsible for responding to Fire Department and EMS calls:

- Dates: June 1st to September 15th (dates can be adjusted with supervisor's approval)
- Non-traditional work hours are required and must work nights, weekends, holidays and work is scheduled on a 24-hour shift basis with a minimum of 40 hours per week
- Overtime available
- Housing provided, if needed
  - Mini kitchen, showers, washer & dryer, TV, Internet
- Food not provided

### 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

- Respond to fire, rescue, hazardous materials emergencies, and other emergencies as assigned by the EMS Prevention Officer and/or Fire Department Coordinator.
- Perform as an EMT and act as lead crew member when needed.
- Operate rescue equipment to perform EMS duties.
- Assist in cleaning ambulance or fire equipment upon return to the station.
- Completes paperwork on all patients and inputs them in medical software program.
- Restock all supplies used on an ambulance call immediately upon returning to station.
- Attend training sessions related to Fire and EMS work.
- Clean and maintain area being housed in.
- Clean and maintain ambulance and equipment.
- Other duties as assigned by the EMS Prevention Officer and/or Fire Department Coordinator.

### IV. Qualifications, Responsibilities:

#### Qualifications:

- Applicant must be 18 years of age.
- Must possess a valid driver's license.
- Must not have felony or disqualifying criminal history.



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- Must demonstrate excellent physical health.
- Must pass a pre-employment drug test and submit to random drug tests as needed.
- 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:
  - Possess and maintain current Alaska EMT 1, 2, 3 Certificate or National EMT Certificate for all employment dates.
  - 2 years of emergency medicine experience (less may be approved)
  - One year of emergency medicine experience at current level, if EMT 1.

### 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. 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:

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

#### Experience:

- Experience in driving an ambulance preferred. May obtain on the job training.
- Valid Alaska Driver's License preferred.

### **VI. Supervisory Responsibility**

Dependent on level of EMT and those working with you.

### **VII. Scope of Employment**

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
City Manager:	_____	_____