



# City of Whittier

Gateway to the Western Prince William Sound

P.O. Box 608, Whittier, Alaska 99693

(907)472-2327 Fax (907)472-2404

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## **JOB DESCRIPTION—Seasonal Emergency Medical Technician**

**Firefighter 1 year experience preferred**

**Posting Date 9/1/2022**

**Closing Date (open until filled)**

**Position Title:** Seasonal Emergency Medical Technician

**Department:** Public Safety

**Supervisor:** Fire/EMS Coordinator

**Classification:** - Non-Exempt, Temporary- Full Time Hourly

**Pay Range:** *\$15.44 - \$29.12 EMT I, Hourly DOE*

*\$20.42-\$38.50 EMT II, Hourly DOE*

*\$25.65-\$48.36 EMT III, Hourly DOE*

**POSITION SUMMARY:** The City of Whittier is hiring for the position of Emergency Medical Technician (EMT) for the delivery of emergency medical services and transportation of ill or injured persons to medical facilities. Work is performed under general supervision of the Fire/EMS Coordinator. Employees hired as an EMT must exercise considerable initiative and independent judgment, along with the proper application of medical protocols and adherence to established performance standards

This is a non-exempt, hourly position. While on duty, employee must be able to respond within 5 minutes of dispatch. While off duty, respond within 30 minutes. Transportation to Whittier is the responsibility of the applicant. Duty station is Whittier, Alaska.

**ESSENTIAL FUNCTIONS: Essential and other important responsibilities may include, but are not limited to, the following:**

1. Operates emergency medical ambulance vehicles.
2. Responds to medical emergencies and performs basic to advanced life support functions, depending on level of training.
3. Performs emergency medical services on ill or injured persons according to National, State, and Department guidelines.
4. Documents patient's care according to specific policies. Demonstrates awareness of legal issues, patient rights, and compliance with the standards of regulatory and accrediting agencies.
5. Transports patients to medical facilities, reports observations and actions to emergency medical staff, and may provide additional emergency treatment.
6. May provide extensive pre-hospital care such as administering drugs orally and intravenously, interpreting electrocardiograms (EKGs), and using monitors and other complex equipment.
7. Replaces used supplies and checks equipment after transport.



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8. Decontaminates the interior of emergency vehicle, as appropriate per standards, and immediately reports case to the proper authorities.
  9. Performs routine inspections of personal safety equipment in order to ensure equipment is in optimum condition and promptly notifies supervisor of deficiencies.
  10. Attends and participates in requisite training to continuously update knowledge and skills required for effective work performance.
  11. Communicates effectively, clearly, and concisely with coworkers and the public.
  12. May serve as a lead for less experienced employees and/or volunteers.
  13. Must have, or be willing to receive, all necessary immunizations.
  14. Employees with Firefighter I certification:
    - a. Responsible for cleaning and maintaining the fire apparatus and other firefighting equipment
    - b. Replaces used supplies and checks equipment after transport.
    - c. Immediately reports case to the proper authorities.
    - d. Performs routine inspections of personal safety equipment in order to ensure equipment is in optimum condition and promptly notifies supervisor of deficiencies.
  15. Performs other duties as assigned.
  16. Available for call-out outside regular duty hours and/or schedule
  17. Rotating shift may be required

## **ESSENTIAL EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. High School Diploma or GED.
2. Must be at least 18 years of age.
3. Current State of Alaska certification as an EMT I, EMT II, EMT III, or Paramedic. Current Basic Life Support certification.
4. Valid Alaska driver's license and a clean driving record with ability to be insured while operating City vehicles.
5. Preferred: Firefighter I certificate. Prior experience with fire suppression techniques, emergency medical response, and SAR procedures preferred and willingness to seek additional training and development as required.
6. Understanding of and obedience to all safety rules a must.
7. Must also be able to engage in extensive physical exertion such as running, climbing, and jumping over obstacles in potential rescue situations requiring the ability to use both arms and legs effectively.
8. May also be required to lift, drag, or use other means to move injured persons in potentially dangerous situations.
9. May be exposed to extreme weather conditions.
10. Periodic examinations of physical agility may be required.



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11. Must be able to work in adverse and changing environments.
  12. As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work. Subject to criminal history background check. Must present work authorization identification within three days of hire (INS requirement).

**The City of Whittier is an equal opportunity employer and a drug free workplace**

Apply at <https://www.whittieralaska.gov/employment/>

*The above job description is to be used as a guide for accomplishing organizational and department objectives, and only covers the primary functions and responsibilities of the position. It is in no way to be construed as an all-encompassing list of duties. 08/2022*