

**BIG BEAR FIRE AUTHORITY**  
**Job Description**

**CLASSIFICATION:**            **AMBULANCE OPERATOR – EMT**  
**DEPARTMENT:**                EMS/Non-Safety  
**FLSA CATEGORY:**            Non-Exempt  
**REPORTS TO:**                 Fire Captain  
**APPROVED BY:**               Board of Directors  
**APPROVED DATE:**

**SUMMARY**

This is a non-safety/non-firefighter position that works under general supervision, provides medical care and transport to the ill and injured within the scope of an Emergency Medical Technician (EMT); responds to emergency and non-emergency medical calls for service; prepares required reports for billing and other record keeping purposes; operates within federal, state, and county laws and regulations including the Health Insurance Portability and Accountability Act. Participates in training, public education, and station/equipment maintenance; performs other related duties as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Participates in the delivery of emergency and non-emergency medical calls for service including accidents, inter-facility transports and other emergencies
- Operates an emergency vehicle to and from the scene of an emergency
- Assists paramedics and other emergency medical personnel in providing emergency medical care
- Provides emergency medical care to the ill and injured within the scope of an EMT
- Transports patients to hospitals and other emergency care facilities
- Assists receiving facility to obtain and record patient's vital statistics and circumstances of emergent care
- Will learn and use the Incident Command System.
- Maintains quarters, buildings, equipment, and grounds
- Interprets job-related information conveyed orally and in writing
- Communicates information orally and in writing
- Performs other duties as assigned

**SUPERVISORY RESPONSIBILITIES**

This job exercises command of an incident within the scope of an individual's training and ability until relieved by any higher-ranking employee.

**MINIMUM QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Minimum 18 years of age
- Pass a department skills examination and oral interview

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- Pass a psychological examination
- Pass a background investigation
- Pass a physical examination performed by the Authority's healthcare practitioner
- Work shifts, overtime, weekends, and holidays
- Establish and maintain effective working relationships

#### **Ability to:**

- Read and interpret documents such as maps, safety rules, operating and maintenance instructions, and procedure manuals written in English
- Write routine reports and correspondence in English
- Communicates information orally and in writing, in English
- Interact effectively with the public and maintain effective working relationship with team members
- Perform competently in stressful situations
- Carry out instructions furnished in written, oral, or diagram form
- Adhere to applicable terms and conditions of employment including safety and health rules and regulations, Department rules and regulations, policies, and procedures
- Maintain necessary physical fitness appropriate to the performance of assigned duties

#### **EDUCATION/TRAINING/EXPERIENCE**

- High school diploma or General Equivalency Diploma (GED)

#### **CERTIFICATES/LICENSES**

- Possess and maintain valid State of California Emergency Medical Technician Certificate
- Possess and maintain a valid ICEMA EMT accreditation
- Possess and maintain valid Healthcare Provider CPR Card
- Possession of a valid California Class C Driver License with ambulance endorsement
- Ability to meet eligibility standards for motor vehicle insurance coverage established by the Authority's insurance carrier
- Possession of, or ability to acquire within 90 days of employment, ICS 100 Certificate

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use wrists
- Use hands to finger, handle, or feel
- The employee frequently is required to stand, walk, reach with hands and arms, climb or balance, and talk or hear
- The employee is occasionally required to sit; stoop, kneel, crouch, or crawl, and smell
- The employee must occasionally lift and/or move more than 100 pounds

- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus through use of corrective lenses, as necessary

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job:

- The employee works at elevations of 6,700+ feet and is regularly exposed to outside weather conditions involving snow and extreme cold in winter months
- The employee is frequently exposed to moving mechanical parts
- The employee is required to be closely shaven to meet Department's grooming standards

The employee is occasionally exposed to:

- Wet and/or humid conditions
- Fumes or airborne particles
- Vibration
- Noise levels in the work environment that are usually loud