

VILLAGE OF RANDOM LAKE
ADVANCED EMT OR HIGHER CERTIFICATION

JOB TITLE: Advanced EMT or Higher Certification

DEPARTMENT: Random Lake Fire Department

SUPERVISOR: Fire Chief and EMS Director

GENERAL PURPOSE

Work as an Advanced Emergency Medical Technician with the Random Lake Fire Department.

This position is a full time employee of the Village of Random Lake and is required to follow all Village of Random Lake rules of a full time employee as described in the Village of Random Lake Employee Handbook.

The employee must also be a member in good standing of the Random Lake Fire Department. This employee must follow all requirements of all other members of the department to maintain membership which includes a 1-year probation period, if not already a member.

The position will be developed and reviewed by committee which shall consist of members of the Fire Department executive committee and members from the Random Lake personnel committee.

This employee will have at minimum an annual employee review with the same committee and a quarterly review with the Random Lake Fire Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

It is the primary duty of this person to cover ambulance calls Monday through Friday from 6:00 AM to 6:00 PM. Excluding Holidays. Minimum 8 hours on duty as directed.

Additional duties include but are not limited to:

- EMS QA Officer: Reviews posted calls for good report writing, once the report is complete it is sent to the billing company.
- Inventory ambulances weekly and after major calls. (Cardiac arrest or major trauma)
- Order equipment or supplies that need to be replaced
- Perform state mandated Fire Inspections in the RLFD area

- Community outreach activities (Example: assist families making homes safe for elderly, CPR training in local businesses, Fire Prevention activities in the schools)
- Maintain fire station building and grounds
- Complete equipment maintenance schedules
- Assist the Fire and EMS training officers with preparing monthly practices
- Record and maintain records of training attendance
- Develop a daytime drill schedule. This drill will mimic the monthly evening practice to keep consistency with training of our members
- This position may be required to assist with additional duties of the Random Lake Fire Department and/or the Random Lake Village office as directed.

PERIPHERAL DUTIES AND RESPONSIBILITIES

Assist other members with finding coverage to fill an on call shifts when that member needs emergency coverage. This may include calling other staff to fill open on call shifts, sending out I Am Responding message, and/or e-mails.

Assist other fire department staff with record keeping.

Assist with promotional activities and annual fund raisers.

DESIRED MINIMUM QUALIFICATION

Education and Experience:

- High School Diploma or GED equivalent
- Obtain Fire Inspector Certification within 2-years of employment
- AHA CPR Instructor or able to obtain within 6 months
- Licensed State of Wisconsin AEMT or higher
- State firefighter certification is preferred

Necessary Knowledge, Skills and Abilities:

- Working knowledge of computers and electronic data processing
- Ability to maintain social media sites for the department
- Able to communicate well with others both oral and written

Candidate must be:

- At least 18 years of age and have a current driver's license.
- Ability to pass a background check
- Ability to pass a drug and alcohol screening and medical/physical examination
- Must reside within a reasonable distance of the Random Lake village limits

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.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear.

The employee must be able to lift and/or move up to 50 pounds and perform the lifting requirements of moving a patient with a two person crew.

Approved By: _____ Date: _____

Reviewed: _____ Date: _____