

Village of Random Lake Advanced EMT or Higher Certification Employment Opportunity



The Village of Random Lake is currently seeking AEMT and AEMT/Firefighters to support an exciting new Fire/EMS staffing contract with the Random Lake Fire Department. We are seeking a goal oriented, motivated person with a strong desire to serve to fill this immediately available position.

The RLFD responds to approximately 300 EMS calls and 65 fire calls annually. The department is responsible for providing Fire and EMS service to multiple scheduled events in it's response area. The primary duties of the AEMT will be to provide EMS and emergency fire response and services. This position will also perform other duties as determined by the 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 or become a member in good standing of 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.
- EMS QA Officer: reviews posted calls for good report writing.
- Inventory ambulances.
- Perform state mandated fire inspections in the RLFD area.
- Community outreach activities.
- Maintain fire station building and grounds.
- Complete equipment maintenance schedules.
- Assist the Fire and EMS training officers.
- Record and maintain records of training attendance.
- Develop a daytime drill schedule.
- 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.
- Assist other fire department staff and committees.



WAGES

- \$36,000.00 annual salary, plus benefits.

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; Ability 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.
- 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.



Application deadline is Jan. 30, 2018.

**For a complete job description and application contact the
Village of Random Lake Clerk**

VILLAGE OFFICE — 96 Russell Dr., Random Lake

Hours: Mon. & Thurs. 7 AM - 5 PM; Tues. & Wed. 8 AM - 4 PM; Fri. 7 AM - 2 PM

920-994-4852 • www.randomlakewi.com