



## Ambulance Operator (Part-Time)

Department/Division:	Fire
Reports To:	Battalion Chief, Fire Captain, Ambulance Operator Coordinator and/or EMS Coordinator
Provides Direction To:	
FLSA Exemption Status:	Non-Exempt
Civil Service Status:	Unclassified
Bargaining Unit:	Unrepresented
Created:	August 29, 2016
Last Updated:	October 5, 2016

### GENERAL PURPOSE

Under supervision, performs basic life support care, performs EMT skills and operates medical emergency equipment and vehicles, assists with department support functions and performs other related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

The Ambulance Operator is distinguished from volunteer Reserve Firefighter and/or Paid-Call Firefighter positions in that the Ambulance Operator position does not perform or participate in fire suppression job duties and/or assignments. The Ambulance Operator is distinguished from Firefighter/Paramedic position in that the position is a non-safety/non-firefighter/paramedic position, does not perform or participate in fire suppression related job duties and does not perform Advanced Life Support care.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

1. Responds to medical emergencies, provides basic life support care, performs appropriate medical care within the scope of Los Angeles County accredited Emergency Medical Technician (EMT) and assists paramedics as directed.
2. Operates City vehicles, assigned equipment and medical equipment/devices related to basic life support care; maintains equipment supply and inventory for fire department vehicles.
3. Prepares, completes, organizes and maintains appropriate patient care reports and related department paperwork.

## **ESSENTIAL FUNCTIONS (Continued)**

4. Operates within federal, state, county, city and department laws, policies, procedures and regulations including the Health Insurance Portability and Accountability Act (HIPAA).
5. Participates in apparatus, station and equipment maintenance; Emergency Medical Services (EMS) related training.
6. Effectively communicates with patients, hospital staff, supervisor and department staff.
7. Maintain safety of patients, safety checks of City vehicles and equipment; participate in relevant safety training with department.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Principles, practices, and procedures of modern Emergency Medical Services (EMS) procedures; applicable federal, state, county and city regulations, practices and procedures; principles of emergency ambulance and transportation procedures; City geography, streets and surrounding areas; building materials; record keeping methods and procedures; safe emergency work practices; proper practices regarding the use of safety equipment; customer service techniques.

### **Ability to:**

Proper operation and use of apparatus, and safety equipment apparatus; read and understand departmental policies, rules, regulations, instructions; understand and follow oral or written instructions; apply standard basic life support techniques; learn to operate computer hardware and software to access, enter and update fire records and reports; work cooperatively and communicate effectively with co-workers, fire management, other fire agency personnel, students, and the general public; act effectively in emergency and stressful situations; make proper safety decisions in life-threatening or hazardous conditions.

### **Education/Training/Experience:**

High School graduation or G.E.D. is required. Completion of 240-hour California Fire Academy or equivalent, and/or Fire Technology college classes is highly desirable.

### **Licenses, Certificates; Special Requirements:**

Valid Class C California driver's license, California DMV Ambulance Driver certificate and have an acceptable driving record.

California EMT-1 certificate with current CPR card.

Current Los Angeles/Orange County Fire Chief's Physical Agility Exam (Biddle) or Candidate Physical Ability Test (CPAT).

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

While performing the duties of this job, employees are frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Employees are frequently required to climb or balance oneself on apparatus while carrying gear; pull, carry and adjust gurneys; stoop, bend, kneel, crouch, squat or crawl, as well as walk, sit, and run. Employees meet strength, stamina and endurance standards for strenuous and hazardous tasks in emergency situations or during departmental training and qualification programs; operate emergency equipment.

Sensory demands include seeing, talking, hearing, touching, and using smell. These positions must be able to pull and carry persons in emergency situations, administer first aid, and perform CPR, and push or pull gurneys to and from emergency vehicles. Employees are expected to lift, carry, and move persons, equipment, and push, pull or drag objects weighing up to 100 pounds or more.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret documents and follow safety standards; analyze and solve problems; use math and mathematical reasoning; observe and interpret hazardous and life-threatening situations; learn and apply new information or new skills; and interact with City staff, other organizations, fire safety personnel, school representatives, residents and business representatives, and the public.

## **WORK ENVIRONMENT**

This position works in field and office settings. Within an office setting, and when completing maintenance and clerical duties, the employee works in a controlled office environment with limited exposure to hazardous elements and noise above 80 decibels. In emergency response settings, the employee is subject to loud sirens, alarms, diesel engines and noises above 80 decibels as well as constant wetness and moisture.

In field response settings, the employee frequently works in outside weather conditions and is exposed to hazardous conditions and materials.

May work in austere working environments.