

## AMBULANCE OPERATOR

### **OPEN EXAMINATION**

**WAGE \$13.67 - \$16.05 per hour on a four-step scale**

**FILING PERIOD Open/Continuous Examination. Recruitment may close at any time.**

### **THE POSITION**

Under general supervision, this temporary, unclassified, part-time position provides basic medical care and transport of the ill and injured as an Emergency Medical Technician-1 (EMT-1). ESSENTIAL FUNCTIONS of the job include, but are not limited to, the following: Responds to emergency medical calls and provides basic life support services. Safely operates an emergency vehicle to and from the scene of an emergency. Monitors a radio and operates communication equipment. Provides emergency medical care to the ill and injured within the scope of an EMT-1 and in accordance with established policies and procedures. Transports patients to hospital emergency rooms. Obtains and records patients' vitals and circumstances of the emergency. Prepares reports of incidents for billing and other record keeping purposes. Maintains medical information in a confidential manner subject to the Health Insurance Portability and Accountability Act (HIPAA). Participates in EMS training and public education activities. Participates in station and equipment maintenance activities. Keeps abreast of department rules, regulations, procedures, and other training and job related material. Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner. Performs other related duties as assigned or as the situation requires.

### **MINIMUM REQUIREMENTS**

Knowledge, Skills, Abilities

**Knowledge of:** EMT-1 practices and procedures; EMS procedures and equipment; California Vehicle Code; basic math operations, such as addition, subtraction, multiplication and division.

**Ability to:** safely and effectively operate an emergency vehicle under normal and emergency response conditions; handle a high volume of emergency calls with tact and good judgment; perform competently under pressure in stressful situations; lift and carry heavy objects, as well as move and transport patients; read, write legibly, and comprehend directions and instructions in English, both orally and in writing; communicate clearly and concisely on a radio; effectively provide customer service to the public and internal City employees; commit to a minimum of 24 hours per month; speak before groups and effectively present materials or information; operate a computer and utilize programs within Microsoft Office; establish and maintain effective working relationships with fellow employees, work cooperatively with others and deal tactfully with the public; resolve interpersonal conflicts; correct misunderstandings; read maps and learn City geography and street layout.

### **OTHER CHARACTERISTICS**

Willingness to: assume responsibility for maintaining a safe working environment; work any shift, including weekends, holidays, and overtime as requested.

Must be at least 18 years of age.

Must be in good physical condition.

Must be of good moral character without past history of involvement in criminal activity or other unacceptable conduct.

Bilingual abilities (speak, read and write) in languages spoken in the community highly desirable.

### **EXPERIENCE**

**EMT experience is highly desirable.**

### **EDUCATION/TRAINING**

**Graduation from high school or attainment of GED or CHSPE certificate.**

**An Associate of Arts or Associate of Science Degree in a related field is desirable.**

### **SPECIAL CONDITION**

**TATTOO POLICY: Unless otherwise exempted, no employee of the GFD shall have any visible tattoos or other skin markings. For further information regarding this policy, please contact Human Resources at (818) 548-2110.**

### **BACKGROUND INVESTIGATION**

**A comprehensive background investigation will be conducted on all finalists, which will review and verify personal history including, but not limited to financial responsibility, criminal history, drug use history, driving record, and verification of application materials. Significant issues or**

**omissions in the above-stated areas may be grounds for disqualification. Background investigation will include a polygraph.**

**LICENSES**

**Valid California Class C driver's license with an acceptable driving history.**

**Valid California Motor Vehicle Ambulance Certification Endorsement at the time of appointment.**

**Valid Los Angeles County Emergency Medical Technician-1 (EMT-1) Certificate and Cardiopulmonary Resuscitation (CPR) card at the time of application.**

**NOTE**

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

**SELECTION PROCESS**

The examination will consist of an evaluation, a written exam, and an oral interview, with the evaluation and the written exam as qualifying steps and the oral interview worth 100%. The final step of the selection process will be the Fire Chief's Orals, which will be pass/fail. All applications, resumes and submitted reference materials will be reviewed and evaluated and only the best-qualified candidates based on applicable experience will be invited to the selection process. Any evaluation will be based on the candidate's education and experience as related to the position. Any examination will be to evaluate the candidate's education, experience, knowledge and skills for the position. The City of Glendale reserves the right to modify the above stated examination components and/or weights. Should this be necessary, the candidates will be notified of the specific examination components and weights prior to the administration of any examination. **TIME AND PLACE OF THE EXAMINATION WILL BE ANNOUNCED.**

The City of Glendale conforms with State and Federal obligations to make reasonable accommodation for applicants and employees with disabilities. The Human Resources Department asks that it be advised of special needs at least five days prior to the first test part so that a reasonable accommodation may be made. The provisions of this bulletin do not constitute an express or implied contract. In compliance with the Immigration Reform and Control Act of 1986, the City of Glendale requires that all new employees provide documentation to establish both work authorization and identity.

AMBULANCE OPERATOR Date Posted: 05/03/2010 Bulletin #7350

(Ambulance Operator-10)

Please Note: The City of Glendale does not accept applications for positions that are not currently open. An official City application is required for all positions. Application materials may be [downloaded](#) or obtained from:

City of Glendale Human Resources Department

613 E. Broadway, Room 100

Glendale, California 91206

(818) 548-2110

You may also email your request for application materials to [COG\\_HR@ci.glendale.ca.us](mailto:COG_HR@ci.glendale.ca.us).

The City of Glendale does not accept emailed or faxed applications.

A completed City application must be received by the City of Glendale Human Resources Department by the closing date stated on the job bulletin. Late applications will not be accepted. Jobs that have "No set filing date" may be closed at any time without prior notification.

[Read more about the application process](#)

[Additional Employment Information](#)