



City of Glendale

Employment Opportunity

AMBULANCE OPERATOR

OPEN EXAMINATION

WAGE \$13.46 - \$15.81 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 (EMT). **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 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 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.

License

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 California State Emergency Medical Technician (EMT) 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.

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 Livescan fingerprinting and a polygraph.

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.

NOTICE

APPLICANTS WHO HAVE FAILED EITHER THE WRITTEN EXAMINATION OR THE ORAL INTERVIEW MAY REAPPLY AFTER THREE (3) MONTHS FROM THE DATE OF THE EXAM FAILED. APPLICANTS WHO HAVE PASSED BOTH THE WRITTEN AND ORAL EXAMINATIONS, BUT WISH TO BE RE-TESTED MAY DO SO AFTER SIX (6) MONTHS OF THEIR ORAL BOARD INTERVIEW. APPLICANTS WHO FAILED THE BACKGROUND INVESTIGATION OR WERE NOT SELECTED AFTER THE CHIEF'S ORALS MAY REAPPLY AFTER (1) YEAR FROM THE DATE OF DISQUALIFICATION.

CITY OF GLENDALE EMPLOYMENT

For the latest in job opportunities with the City of Glendale, visit www.ci.glendale.ca.us or call the Job Hotline at (818) 548-2127

Follow the City of Glendale Human Resources Department on Twitter: www.twitter.com/COGHR
(Become a follower and be notified of new job opportunities)

ABOUT THE CITY OF GLENDALE

Glendale is the third largest city in Los Angeles County with over 200,000 residents and is located northeast of Los Angeles in the foothills of the San Gabriel Mountains. The City is noted for its excellent residential areas, shopping facilities, libraries, hospitals, and parks. The City is served by several major freeways, is centrally located near downtown Los Angeles, Burbank Airport, and the many recreational facilities of Southern California. The City has a Council-Manager form of government and provides a full range of municipal services including its own electric and water utility. The Glendale Unified School District and Community College District offers residents excellent educational opportunities.

CITY OF GLENDALE EMPLOYEE CODE OF ETHICS

City of Glendale employees are charged with the fundamental responsibility of safeguarding the public trust. City employees provide unique functions that are vital to the well-being of the community. Glendale citizens depend on City employees to provide these services in an efficient and consistent manner, free of bias, while demonstrating the highest standards of responsible and ethical conduct.

WHERE AND HOW TO APPLY

Applications must be filed in the City of Glendale Human Resources Department, 613 E. Broadway, Room 100, Glendale, CA 91206, before the final filing date stated on this employment opportunity announcement. Unless otherwise indicated, mailed applications must be postmarked by midnight of the final filing date. Office hours are 7:30 a.m. - 5:30 p.m., Monday through Thursday and 8:00 a.m. – 5:00 p.m. on Fridays.

ADDITIONAL EMPLOYMENT INFORMATION

AGE

Some classifications may have specific age requirements.

CITIZENSHIP

Is NOT a requirement unless so stated. Non-citizen applicants must have alien registration receipt card.

DRIVER'S LICENSE

When so stated on the reverse side of this bulletin, a valid California driver's license of a specific class will be required at all times during your employment in this classification. License must be presented and verified before your name can be certified from the eligible list. Individuals in certain positions may be required to obtain a license at a later date as a condition of employment.

PRE-PLACEMENT MEDICAL AND/OR PSYCHOLOGICAL EXAMINATION

Candidates considered for appointment must pass a pre-placement medical examination, which includes a drug/alcohol screening test. The pre-placement medical examination, which is based on the occupational health standards of the position, is to determine whether the eligible candidate is physically and/or psychologically capable of performing the essential functions and duties of the position before being appointed to that position.

CITY OF GLENDALE CORE VALUES

Integrity • Honesty • Trust • Fairness • Excellence • Teamwork • Respect • Accountability • Compassion • Cultural Awareness