



210 FILLMORE ST W

PO BOX 657

PRESTON, MN 55965

P: 507-765-2153 F: 507-765-2794

City of Preston EMS is currently seeking applicants for two part-time or one full-time Emergency Medical Technician (EMT) to join our BLS ambulance service. Preston is located 35 miles SE of Rochester and offers exceptional outdoor recreational opportunities including fishing, hunting, biking and hiking. EMT job responsibilities include pre-hospital emergency care, cleaning and restocking equipment, assisting EMS director with daily operations along with other tasks as directed. This position will be required to be on-call 1 - 24-hour weekend shift per pay period (biweekly), Friday 6pm to Saturday 6pm or Saturday 6pm to Sunday 6pm. NREMT licensed EMTs with prior EMS experience are encouraged to apply; experience preferred but not required with 12-lead cardiac monitoring, IV's, LUCAS mechanical CPR, electronic reports, and CEVO. Applications are available at www.prestonmn.gov/EMT or at Preston City Hall, 210 Fillmore ST W, Preston, MN. Applications received by August 25th will receive first consideration, all other applications will be reviewed until the position is filled.

Part-Time 30 hours: \$35,802 - \$49,171; benefits included single package offering health insurance coverage by Medica, UNUM Life Insurance and Delta Dental Insurance. The City of Preston will provide 13 prorated paid holidays and PTO benefits.

Full-Time 40 hours: \$47,736 – \$65,561; benefits include family or single package offering health insurance coverage by Medica, UNUM Life Insurance and Delta Dental Insurance. The City of Preston will provide 13 paid holidays and PTO benefits.

Please return applications with letter of interest to:

City of Preston
Attn: EMT position
PO Box 657
Preston, MN 55965

Emergency Medical Technician

Position Title: Emergency Medical Technician
Department: Ambulance
Supervisor's Title: Ambulance Director

Pay Grade: - 5
FLSA Status: Non-exempt
Work Status: Part-Time/ Full-Time

Purpose

The Emergency Medical Technician (EMT) is responsible for delivering and administering high quality care and transportation to ill and injured persons. The EMT must demonstrate clinical competency and compassion in providing for physical and emotional needs of patients. The EMT will assist the ambulance director in EMS operations and assigned city tasks.

Organizational Relationships

Reports to: Ambulance Director

Communicates with: *Internally* –EMTs/Drivers, City/Utility employees
Externally – Customers and patients, other health care professionals (hospitals, first response agencies, and insurance representatives), County dispatch and social services personnel, suppliers and vendors, and media.

ESSENTIAL FUNCTIONS

- Provide pre-hospital emergency care according to established medical protocols.
- Perform triage and a variety of emergency medical treatments at the Basic Life Support level.
- Provide continuing care and treatment while enroute to an emergency medical facility; monitor and report changes in patient condition.
- Under medical direction and following prescribed standing orders perform a variety of invasive and non-invasive therapies including but not limited to assessment and evaluation of the ill and injured, cardiopulmonary resuscitation and defibrillation, administration of medications, agents and solutions, and pulmonary ventilation, application of dressing and bandages, control of shock, and immobilization of fractures, and all other skills contained within the Department of Transportation manual of knowledge objectives for EMTs.
- Drive the ambulance to emergency scenes, transport patients to hospitals.
- Employ safe lifting and moving techniques. Maintain ambulance vehicles, equipment and station.
- Handle radio communications during emergency and non-emergency situations professionally.
- Keep records and logs on daily activities.
- Perform related duties as assigned by management.
- Ensure ambulance service functions at an appropriate level of preparedness
- General Office skills (answer phones, typing, filing)

OTHER DUTIES AND RESPONSIBILITIES

- Cleaning equipment, Inventory and re-stocking of supplies
- Performs other related duties and responsibilities as assigned by supervisor or apparent.
- Assist with and attend trainings and meetings as directed.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- Knowledge of all applicable laws/rules/regulations related to ambulance and EMS operations
- Knowledge of roads and highways found in service area
- Skill in responding to angry and/or upset customers

~City of Preston~

- Skill in operating ambulance and EMS equipment
- Ability to quickly respond to emergency decisions and take appropriate action
- Ability to communicate effectively, orally, and in writing, and speaking / present to a variety of groups
- Ability to exert light to moderate to considerable physical effort in performing work with ambulance and emergency medical services.
- Ability to use a computer and related software (MS Office, Imagetrend EPCR)
- Ability to handle confidential information with discretion.
- Ability to work with minimal supervision.
- Ability to comprehend and follow oral and written instructions.
- Ability to comprehend and apply the Open Meeting Law and Data Practices Act.
- Ability to establish effective working relationships with City and Utility officials, supervisors and their employees, representatives of other governmental units, and the general public.
- Knowledge of, and skill in, the correct use of English in business writing.
- Ability to work independently and plan, organize and prioritize work tasks.
- Ability to prepare work results with 100% completeness and accuracy.
- Ability to handle multiple ongoing tasks and complete work in a timely manner.

Machines, tools, and equipment used: Computer and printer, phone, calculator, and other typical office equipment.

MINIMUM REQUIREMENTS

- MN State Certified Basic EMT, current BLS CPR certificate and prior Fire/EMS experience. EVOC Certified with a Class D Driver's license.

Preferred Qualifications

- 1 Year experience as an EMT including IV experience, 12-lead Cardiac monitoring, LUCAS CPR device, EPCR knowledge
- National Registered EMT
- First Aid/CPR Instructor or willing to obtain
- Statewide Trauma Protocol Implementation Process

Working Conditions

Work is performed both inside and outside depending on activity. Work involves a variety of movements such as standing, walking, sitting, bending, crouching, pushing, pulling, repetitive movements, and twisting. Exposure to temperature extremes and infectious diseases while responding to calls. Calls may involve lifting or carrying people and heavy equipment. Operates a vehicle, radio, and EMS equipment.