

BIGFORK AMBULANCE JOB DESCRIPTION

PARAMEDIC MAITENANCE TECH

Position Description and Duties as below.

Full Time Paid-Hourly

Supervision Received: Direct supervisor is the Administrator for Bigfork Ambulance. Also from the Executive board

PARAMEDIC DUTIES

- Daily checks of Ambulances and replace any missing items. This is to be done right after starting shift for the day.
- Make sure rigs are clean inside and out.
- On Mondays make sure the Aid car is ready for the next call team.
- Responds to medical emergencies and structure fires as an EMT.
- Drive ambulance and provide patient care.
- Help maintain department equipment and fire hall including housekeeping.
- Maintain good physical condition for the performance of EMS skills.
- Performs EMS duties as assigned.

MAITENANCE TECH DUTIES

- Make sure ambulance log books are up to date and all scheduled maintenance is done.
- Make sure oil changed every 4 months for ambulances and every 3 months for Aid car.
- Make sure all lights are working at all times.
- Make sure all equipment is in working order in the Ambulances and the Aid car.
- Do battery checks and change the batteries in all equipment every 6 months.
- Make sure Ambulances and Aid car insides are detailed out every other month.
- Order equipment as needed with a signed purchase order.
- Maintain inventory logs for radios, pagers and the batteries for them along with O2 tanks.
- Make sure the main O2 tanks are at correct levels and change when needed.
- Maintain inventory of responders clothing and responder vest and responder bags.
- Order replacement clothing when needed with a signed purchase order.
- Responsible for issuing equipment and clothing to new members

Qualifications, Knowledge, Skill and Ability

- Must have valid MT driver's license and clean driving record.
- Must hold a current Montana EMT – Paramedic license and be nationally certified as an EMT-P.
- Must be in excellent physical condition with vision corrected to 20/20, and hearing within normal limits.
- Must have the ability and motivation to learn various EMS, rescue, and emergency situation procedures and follow protocols and Bigfork Ambulance SOG's.
- Must have the ability to make good judgments and to act effectively and calmly in emergency situations.
- Must be willing and able to follow oral and written instructions and be able to establish and maintain harmonious working relationships with other employees and the general public.