



# Employment Opportunity

3660 D STREET, LA VERNE, CALIFORNIA 91750

## *AMBULANCE OPERATOR*

40 HOUR BASE SALARY RANGE: \$31,200 - \$37,924

\*56 HOUR SHIFT SCHEDULE SALARY RANGE: \$49,920 - \$60,678\*

### **Open - Competitive**

\*Estimated Salary Range based on scheduled overtime.

Social Security (FICA) taxes are not deducted as the City of La Verne participates in CalPERS.

**The initial review of application materials will begin January 13, 2022 or after receipt of 40 applications, and the application period may be closed at any time.**

Under general supervision, this unrepresented position works a 48/96 shift schedule which coincides with La Verne Fire Department A, B, and C shifts and provides emergency ambulance transport services and basic first aid assistance during medical response calls. Ambulance Operators will safely drive an ambulance and other vehicles during emergency and non-emergency situations while providing assistance to Paramedics and other La Verne Fire and public safety staff as needed.

Duties and responsibilities of the Ambulance Operator position may include, but are not limited to:

- Operate city-owned ambulances and other department vehicles as directed and within policy; drive to and from medical emergencies as part of the ambulance transportation team.
- Drive ambulance or other department vehicle during non-emergency situations.
- Perform appropriate basic EMT-1 field procedures including attaining and documenting vital signs, bandaging, splinting, lifting patients into ambulance and assisting paramedics as directed.
- Maintain and inventory emergency ambulance supplies, equipment, and routine vehicle components.
- Support patient billing operations.
- Operate within Federal, State, and local laws, regulations and guidelines including the Health Insurance Portability and Accountability Act.
- Attend and successfully complete department and hospital training sessions and drills.
- Participate in station and equipment clean-up, and assist in maintaining city vehicles and fire department facilities.
- Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

**Experience and Education:** No direct work experience is required; experience as a volunteer or direct employment in fire service or emergency response is preferred. High school graduation or equivalent is required; graduation from a California Fire Academy or college level courses in Fire Technology are preferred.

**Knowledge of:** Principles of emergency ambulance and transportation procedures including first aid, resuscitator, and gurney operations; safe emergency work practices; applicable Federal, State, local regulations, practices and procedures; infectious control procedures; emergency radio communication procedures; basic medical terminology and documentation; and emergency vehicle maintenance and operation.

**Ability to:** Read electronic and incident maps and follow map directions; work effectively in difficult and hazardous emergency situations and environments and carry out work assignments as instructed; safely and properly transport patients during ambulance transportation; follow oral and written instructions; communicate effectively with the public and fellow employees.

**Licenses/Certifications:**

- Must possess a valid California EMT-1 certificate at time of appointment
- Must possess a valid California Driver's License with valid Ambulance Driver certification at time of appointment
- Must possess a current CPR card at time of appointment

**BENEFITS**

- Competitive contributions toward medical and dental benefits
- New CalPERS members: CalPERS Pension Reform Formula 2% @ 62
- 104 to 192 hours of vacation per year depending on years of service
- Ten (10) paid holidays per year
- Accrual of 8 hours of sick leave per month
- Uniforms and boots provided

**APPLICATION PROCESS**

1. Apply to the City of La Verne Ambulance Operator job listing at <https://www.governmentjobs.com/careers/cityoflaverne/>.
2. In order to be considered, applicants must also pass the FireTEAM written test administered through National Testing Network (NTN) at <https://www.nationaltestingnetwork.com/publicsafetyjobs/>. Scores will only be accepted through NTN and must be submitted before the recruitment closing date. To fill out an application and schedule a test, go to [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com), select Fire and sign up for the City of La Verne.

In addition to a FireTEAM written test passing score, the applicant's NTN account must include a completed Personal History Questionnaire and uploads of the applicable listed documents:

- One page maximum résumé
- Proof of a valid California EMT-1 certificate (required by time of appointment)
- Copy of current and valid CPR certification (required by time of appointment)
- Proof of a valid California Driver's License with valid Ambulance Driver certification (required by time of appointment)
- Certificate of completion from a certified Fire Academy/copy of Firefighter I certificate (preferred but not required)

## SELECTION PROCESS

The City reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the position. Meeting the required minimum qualifications does not guarantee an applicant an invitation to the next step(s) in the selection process. Those candidates whose experience and training most closely match the City's needs may be invited to participate in the selection process, which may include a combination of written exercise, panel interview, or other testing deemed appropriate. Prior to hire, successful candidates will also be required to undergo a background investigation and medical examination (including drug screen).

Appointments are subject to a 12-month probationary period.

As required by state law, the City provides consideration for veterans who served during military actions. Eligible veterans should notify Personnel **in writing** at the time of application. Under Federal law, employees must contribute 1.45% of their gross monthly earnings for Medicare coverage. The City will match the employee's contribution. In compliance with the Americans with Disabilities Act (ADA), if special assistance to participate in this recruitment is needed, contact the Personnel Office. The City recruits and hires without regard to race, color, religion, physical disability or condition, sexual orientation, gender, age, or national origin, except in those specific instances whereby a bona fide occupational qualification demands otherwise. The City of La Verne hires only United States citizens or lawfully authorized aliens. The provisions of this bulletin do not constitute an express or implied contract.

Any provision contained in this bulletin may be modified or revoked without further notice.

**PERSONNEL OFFICE (909) 596-8726**

**Website: [www.cityoflaverne.org](http://www.cityoflaverne.org) Equal Opportunity Employer**