

# KELSEYVILLE FIRE PROTECTION DISTRICT

4020 Main Street

Kelseyville, Ca. 95451

Phone: (707) 279-4268

## *Promotional Employment Opportunity*

### **Full Time Inter-Facility Transport Emergency Medical Technician Application and Resume Deadline: Open Until Filled**

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#### **Classification: IFT EMT**

**Salary Range \$3,661.43 - \$3,942.96**

#### **District Allowed Employee Benefits:**

- ◆ California Public Employee's Retirement System (Cal PERS) 2% @ 60 Miscellaneous (Classic Members) or required PERS plan for PEPRAs members upon completion of required hours.
- ◆ Uniform Allotment as needed
- ◆ Health and Insurance - Medical, dental, vision, and life is available to employees and their dependents. The District contributes 75% of the monthly premiums for the health insurance plan option for the employee only. The District will pay 75% of the monthly premiums for the dental and vision benefits for the employee and their dependents.
- ◆ Salary – The District has an adopted salary schedule. The salary range is in four increments with a provision for longevity increases. Appointments are normally made at the first step of the salary range.

**The Community:** The Community of Kelseyville is located in an unincorporated area of Lake County on the West shore of Clear Lake and surrounds Mt. Konocti, and is about two and one half hours North of San Francisco. Highways 20, 29 and 175 provide access to Kelseyville. Kelseyville is a popular site for water sports, golfing, equestrian and other events, near-by Indian Gaming, Clearlake State Park, Lakeside and Kelseyville County Parks. If you're looking for a place with clean air, no traffic congestion and a wonderful quality of life in which to relocate, Lake County is the place for you. [www.lakecounty.com](http://www.lakecounty.com)

**District Information:** Population of the area served is 12,000. The District has a main station & a substation. The fire district covers 90 square miles. Presently there are two administrative employees, one finance manager, twelve full time safety employees, three part-time employees as well as nine full-time employees with the inter-facility transfer program. The District provides paramedic emergency transport service and responded to approximately 1600 911 calls and 1300 IFT calls in 2018.

**Summary:** This position description is broadly written and shall be interpreted to include, rather than exclude, duties and responsibilities that are reasonable similar to those written herein. This person will function as a part of a medical team to bring basic care to persons requiring hospital to hospital transfer for higher level of care.

**Distinguishing Characteristics:** With this IFT emergency medical technician position with the District, employees are expected to perform a basic level of care in all emergency and non-emergency activities. This includes, but is not limited to ambulance operation and emergency medical responses. Personnel in this classification are expected to acquire requisite skills and knowledge of the District's operations, policies and apparatus while performing their job duties satisfactorily.

**Duties & Responsibilities:** 1. The knowledge and skills necessary to safely perform the tasks required of EMT's. 2. Respond to Inter-facility transport calls and, on occasion, rescue and medical aid calls, provide emergency medical care and transport patients to the hospital. 3. Performs daily maintenance of station, living quarters, emergency medical apparatus and equipment. 4. Participates in training exercises. 5. Establishes

and maintains a cooperative working relationship with fellow employees and those contacted during the course of work. 6. Communicate clearly and concisely both orally and in writing. 7. Deal effectively and courteously with the general public. 8. Understand and carry out oral and written directions and communications. 9. Know and understand all aspects of the job and the District's operations, observing and following safety rules and practices, especially while responding to emergency incidents.

**Qualification Guidelines: To be considered as an IFT EMT candidate an applicant must have:**

**Education:** The employee shall be a high school graduate or have an equivalency diploma.

**Licenses & Certifications:** The employee shall possess a California Emergency Medical Technician certification, which will be maintained at District's expense and accreditation as an EMT by North Coast EMS prior to start date. Possess a current California class C driver license and a California ambulance driver certificate.

**Required Examinations May Include:** Successful passage of an Oral Board interview, skills assessment examination, and finally, Fire Chief's interview.

**Physical Abilities:** The position requires some degree of physical strength, stamina, and flexibility to perform tasks. Applicant shall possess adequate strength, endurance, and body flexibility to perform the required duties.

**Personal Characteristics:** The position involves relatively frequent changes in work priorities, difficult public relations, interruptions beyond the employee's control, meeting work deadlines, and/or related mental demands. The position also requires the ability to effectively handle interpersonal conflicts and to be consistent when dealing with fellow employees and the public under stressful conditions.

**Medical Examination:** A medical examination and drug screening is required of all appointees.

**Background Testing:** Background testing may be conducted after conditional job offer has been presented.

**Probationary Period:** Employees serve a twelve (12) month probationary period.

***Application and Resume Deadline: Open until filled***

***Faxed applications will not be accepted***

***Applications and résumés must be filled out completely.***

***Applications available by calling (707) 279-4268, on [www.kelseyvillefire.com](http://www.kelseyvillefire.com) or e-mailing [KNavarro@kelseyvillefire.com](mailto:KNavarro@kelseyvillefire.com)***