



Emergency Services & City Support Position Job Description

I. IDENTIFYING INFORMATION

JOB TITLE:	Emergency Services & City Support Position	WORK/PAY STATUS:	PT or FT, Hourly
SUPERVISOR:	City Clerk, Ambulance Director, Public Works Supervisor	FLSA STATUS:	Non-exempt
DEPARTMENT:	Various	PAY GRADE:	5
WORK LOCATIONS:	Various Work Sites	WORK SCHEDULE:	Varies; Per Supervisor

II. PURPOSE STATEMENT

This position will provide weekday ambulance coverage and support city operations. The primary responsibility of this role is to cover ambulance calls during the day (Monday-Friday) and manage operational aspects of the ambulance service. When not responding to ambulance calls, the employee will assist in various city functions, including grounds maintenance, library support, and general municipal tasks as needed.

III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	City Clerk, Ambulance Director, Public Works Supervisor
Communicates with:	
<i>Internally:</i>	All other city employees
<i>Externally:</i>	City Residents
Supervises:	None

IV. INDEPENDENCE, JUDGEMENT, & DECISION MAKING

At full performance level the employee is expected to exercise greater independence for initiating, prioritizing, and performing regular work tasks. The employee is also expected to review own work results to ensure quality standards are met and to seek work/projects when duties are completed.

V. ESSENTIAL FUNCTIONS

This section lists the position's major areas of accountability, core responsibilities/key priorities, and recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.

1. Provide weekday ambulance call coverage (Monday-Friday) as scheduled.
2. Performs duties and tasks associated with the Volunteer Ambulance Service.
 - Manage the ambulance schedule, ensuring adequate coverage.
 - Monitor and maintain ambulance equipment and supplies, ensuring all necessary medical and safety supplies are stocked.
 - Oversee ambulance maintenance and coordinate repairs as needed.
 - Assist and support the Ambulance Director and Assistant Director with administrative and operational tasks.
3. Performs duties and tasks associated with the Parks & Public Works Department.
 - Assist with mowing, landscaping, and general upkeep of city properties and parks.
4. Performs duties and tasks associated with the Library.
 - Basic duties of the library when the librarian is not available.

VI. OTHER DUTIES & RESPONSIBILITIES

- Performs other related duties and tasks as apparent or assigned by Supervisor.
- May be subject to periodic drug-testing as outlined in city policies.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;	Skill in;	Ability to;
<ul style="list-style-type: none"> ▪ each duty category and task ▪ City and department policies & procedures as well as the Supervisor's directives ▪ City's and Department's organizational structure, operations, programs and activities ▪ applicable federal & state laws and city & county ordinances ▪ OSHA-required safety standards and department safety practices 	<ul style="list-style-type: none"> ▪ using tools, equipment, & machinery to perform work tasks with effectiveness and efficiency ▪ troubleshooting routine issues and problems, taking independent action, and using proper procedures 	<ul style="list-style-type: none"> ▪ attend employer-required training and satisfy learning objectives ▪ work independently and perform duties with consistency and uniformity ▪ lift/carry/move heavy objects weighing up to 50 pounds and heavier objects with assistance ▪ communicate with city residents as well as contractors/consultants and suppliers/vendors

VII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

Machines, tools, and equipment regularly used: Ambulance, Zoll Monitor, Blood Pressure cuff, AED, lawn mower, weed whip

VIII. MINIMUM HIRING REQUIREMENTS

*Includes Training, Experience, Licenses/Certifications, KSAs, and Other Credentials.
An equivalent combination of education and experience may be considered during the hiring process.*

1. Must have an EMT License or obtain one in the time given.
2. Must be a United States citizen.
3. Must not have a felony conviction (as defined in MN) and must not be required to register as a predatory offender (under applicable state law).
4. Valid Minnesota Drivers License.
5. Must successfully complete a background investigation.

Must meet all other state requirements and City minimum hiring standards.

IX. WORKING CONDITIONS (summary only)

Includes characteristics related to both the job itself and its work environment.

The position has good working conditions in general, but is a diversified job required sustained mental effort related to public contact, organizational issues, planning and technical areas.

The individual may encounter emotional strain or tension. There is sustained exposure to public contact, sitting, lifting and carrying.

Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (NOTE: Refer any questions to the City Clerk/Treasurer.)