

EMT-B JOB DESCRIPTION

Required Certifications:

1. Current certifications that are listed in N.J.A.C. 8:40A - EMT-Basic Training and Certification
2. Current AHA Healthcare Provider or ARC Professional Rescuer CPR
3. Current Pre-Hospital Trauma Life Support or BTLIS
4. ICS-100, ICS-200, NIMS-700, NIMS-800
5. Hazmat Operations

Required Certifications (within 6 months of employment):

1. Pediatric Education for Pre-Hospital Professionals or equivalent
2. CEVO or equivalent
3. NFPA 1670 Vehicle Rescue - Operations Level

Qualifications:

1. Minimum of three years active pre-hospital 9-1-1 EMS experience (two of the last five years with a volunteer emergency services agency preferred).
2. Current valid driver license. (Must pass a driving record review by PFARS insurance carrier).
3. Ability to read, write, speak and understand English fluently.
4. Candidates must pass a medical examination provided by PFARS. This exam will include drug testing.
 - A) Ability to demonstrate good health and pass the medical exam and drug screening are mandatory.
 - B) Employees must not have any physical or mental conditions which would impair proper performance of required duties, or endanger the health and safety of patients and other PFARS members.
5. Candidates must also pass a criminal background check.
6. Ability to lift and carry heavy patients and equipment.
7. Proficiency in operating all PFARS equipment.
8. Ability to drive and properly operate all PFARS vehicles.
9. Knowledge of Princeton area geography (or ability to learn promptly once hired)
10. Thorough knowledge of the principles and techniques contained in the NREMT-B curriculum.
11. Attendance at PFARS mandated annual training, including HIPAA and Sexual Harassment Policy training.
12. Ability to:
 - A) Remain calm in crisis situations.
 - B) Work in harmony with other EMS and public safety providers.
 - C) Able to work closely with PFARS volunteer personnel. This is mandatory and the inability to work with PFARS volunteers may lead to termination.
 - D) Establish rapport with patients.
 - E) Understand and carry out oral and written directions.
 - F) Establish and maintain necessary records and files.

Basic Responsibilities:

1. Provide emergency medical and rescue services to the Princeton community as needed.
2. Provide support activities to Princeton First Aid & Rescue Squad, Inc. (PFARS) as directed.
 - This will include vehicle checks, minor repair and housekeeping duties at our station, paperwork/administrative duties as assigned, and other tasks related to the good of the organization as assigned.

Specific Responsibilities:

1. Maintain all required certifications on file with PFARS.
2. Maintain all qualifications required by PFARS for the rank of Senior Leader with the exception of length of service requirements and meeting & drill attendance requirements.
3. Maintain a valid driver license at all times as required by the laws governing driving in the State of New Jersey. Employees must meet the driving eligibility requirements stated in PFARS Operating Procedures. Failure to meet these requirements may cause termination of employment.
4. Perform his/her duties under the direction of the Director of Operations or the person appointed to be his/her supervisor by PFARS.
5. To work assigned hours based on a 40 hour work week. Work hours and days may be assigned to best fill the needs of the Squad, and shifts may be staggered.
6. Arrive for work at or before the scheduled start of the shift, and remain available for all calls until the completion of the shift.
7. Respond to all emergency calls without regard to when they occur during the shift. Emergency calls coming in just prior to end of shift will be answered. The employee will receive overtime pay at 1.5 times the hourly rate for the period worked beyond the end of shift only when the total hours actually worked that week exceed forty (40) hours.
8. Maintain familiarity with, and adhere to, all PFARS SOPs, PFARS House Rules, the Constitution & By-laws of PFARS, and all other regulations governing PFARS.
9. Maintain a neat and professional appearance at all times in accordance with PFARS Uniform Policy. Employees will wear only approved PFARS uniforms while on duty. The Director of Operations shall decide what is a neat and professional appearance, subject to appeal to the Day Crew Committee.
10. Conduct him/herself in a courteous and professional manner at all times, appropriately representing the organization, and acting in accordance with PFARS policies on personnel conduct.
11. Maintain PFARS vehicles through a daily check of various vehicle functions and EMS supplies in each vehicle as required. A daily vehicle check list will be provided by PFARS. The vehicle daily check out list will be used to ensure that the rig is stocked correctly.
12. Maintain EMS supply inventory.
13. Keep all vehicles, boats, trailers, etc., washed and clean at all times.
14. Provide minor vehicle maintenance as required. Replacement of bulbs, tire pressure, fluid levels, minor repairs, etc.
15. Complete required Patient Care Reports promptly following each call.
16. Maintain daily working and hours worked records.
17. Provide training, demonstrations and tours as directed.
18. Maintain appearance and function of rig rooms at all times.
19. Perform assigned Station Chores.
20. On a daily basis: check and empty all trash and recycling receptacles as needed.
21. Keep sidewalks, stairwells and entrance ways clear of snow and ice.
22. Sand sidewalks, stairwells and entrance ways as needed.
23. Complete shift reports as required and submit to the Director of Operations or his/her designee.
24. Provide other services to PFARS as needed or directed.

Conditions of Employment:

While you may pursue other avenues of employment while employed by PFARS, you must be off-duty from any other employment for a minimum of eight hours before reporting to a scheduled PFARS shift

EMT-B Summary of Benefits

Starting Salary

\$33,000 to \$39,000 depending on qualifications and experience

Retirement Plan

Type: 401K. Employer contribution equals 7% of salary

Total Compensation

Salary plus retirement contribution: \$35,310 to \$41,730

Health Insurance

Provided by PFARS without employee contribution, copy of benefit sheet provided at interview

Life insurance policy

\$300,000 lump sum, more detail provided at interview

Uniforms

Work uniforms provided annually

Vacation Time:

Six months completed: 40 hours per calendar year. Not carried over.
1-4 years completed: 80 hours per calendar year. Not carried over.
5-9 years completed: 120 hours per calendar year. Not carried over.
10-14 years completed: 160 hours per calendar year. Not carried over.
15 or more years completed: 200 hours per calendar year. Not carried over.

Years of service measured based on anniversary of full-time hiring date. If the anniversary occurs mid-year, then the Vacation increase takes effect in the next calendar year.

One month notice is required for multiple-day vacation requests. One week notice is required for single-day vacation requests. The Director may consider emergency requests for vacation days with at least 24 hours notice.

Sick Time:

Eighty (80) hours per calendar year, pro-rated for partial years. Not carried over. Requires at least two hours notice before the beginning of the shift. Doctor's note is required for the third and any subsequent consecutive Sick Days or for Sick Time taken immediately before or after a Vacation Day. Sick Time not used at the end of the calendar year will be paid to the employee at the hourly rate.

Personal Time:

Twenty-four (24) hours per calendar year, pro-rated for partial years. Not carried over. Requires at least twenty-four (24) hours advance notice.

Bereavement Time:

Three (3) days for the death of an immediate family member (parents, spouse, siblings, children).

Holidays

10 days a year, chosen each year with supervisor prior to January 1

Overtime

Paid at rate of 1 ½ normal hourly rate for hours over 40 hours in one work week period (not including holidays - employee is off as a day worked)

Emergency Call In:

Employees may be called in under emergency circumstances by the Director or his designee. Employees called in are guaranteed a minimum of four hours pay per call in. Employees are not paid for travel time.