



Pequea Valley Fire Department

3204 Vigilant Street Gordonville Pa 17529

(717) 768-3869 | admin@pvfd40.com

www.pvfd40.com

Position Description - EMT/ AEMT

The Pequea Valley Fire Department is a growing progressive combination department based in eastern Lancaster County PA. With station locations in Leacock and Paradise Township, PVFD provides EMS and Fire services totaling 45 square miles with a residential population of 11,000+ residents. Our area also peaks much higher during the summer months and holidays, bringing tourists to the town of Intercourse and the Route 30 strip of outlet shopping centers. Our department responds to 1,500+ EMS calls and 200+ fire calls annually.

The department is currently seeking to fill the role of Part time and PRN EMTs and AEMTs.

Position Title

EMT and AEMT

Position Identification

Reports to: EMS Captain/Career Staff Supervisor, or Higher

Employees Supervised/Directed: None

FLSA Code: Non-Exempt

Position Purpose and Summary

The ideal EMT/AEMT will staff a 911 response ambulance providing emergency medical care to the sick and injured in accordance with all applicable laws, regulations and Pequea Valley Fire Department policies. The ideal EMT/AEMT must possess and apply knowledge and skills necessary to preform the duties of an EMT/AEMT (as applicable) in a dignified and compassionate manner, as set forth in the position description.

Essential Duties and Responsibilities

- Respond to emergency calls on a 911 response ambulance and provide medical assistance to patients at the scene
- Assess patient medical conditions and perform initial medical evaluations calmly. Completely, thoroughly, efficiently and promptly.
- Administer basic life support and intermediate life support techniques, including CPR, airway management, medication administration and patient stabilization in accordance with federal, state, and local laws and company regulations as well as medical protocols and practices for level of certification
- Maintain order at scenes to ensure proper patient care



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- Safely transport patients to medical facilities while providing ongoing care en route
- Communicate with healthcare professionals and treatment facilities to relay or transmit patient information and obtain further instructions regarding treatment and/or to arrange reception of patients at the appropriate facility.
- Document all patient interactions, treatments, and observations accurately and thoroughly in a timely manner
- Complete all patient care forms, insurance forms, evaluation forms, and any other required forms competently, thoroughly, accurately, timely, and as required by federal, state, local, and company regulations, rules, and guidelines.
- Protect patient privacy and the privacy of patient information in accordance with company policy and procedures as required by federal and state law.
- Operate specially equipped emergency vehicles to and from specified locations
- Ensure equipment, vehicles, and facilities are in good working condition and prepared for operational readiness at all times.
- Clean and decontaminate vehicles and equipment and restock units as necessary to ensure proper readiness
- Maintain accurate records of ambulance equipment and other emergency equipment and/or personnel dispatched to each call and other operation and administrative data as required to maintain operational continuity of the company and as directed by superiors
- Assist with daily chores around the station
- Be a team player, as EMS is a team effort, and provide necessary assistance to ensure that the system readiness and adherence to quality assurance standards
- Perform any other duty related to the company as designated by the EMS Captain/Career Staff Supervisor or EMS Chief.

Secondary Duties and Responsibilities

- Regularly scheduled PT staff may be assigned a responsibility such as supply and inventory management, QA, etc.
- Assists with Public Relations/Public Education events at schools, churches, and businesses.
- Represent Pequea Valley Fire Department while on duty at public service functions, expositions, and other public events
- Participate in EMS training.
- Be flexible, as emergency services operate on a 24-hour clock, and the assigned work shift may vary due to the nature of the business



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Physical Requirements

- Position requires physical strength and the ability to function in adverse environments
- Must be able to lift and carry at least 125lbs alone and 250lbs with a partner, including while going up and down stairs and uneven surfaces
- Must remain on feet and walk, run, or stand for prolonged periods of time with the ability to frequently be able to crouch, kneel, bend, stoop, walk, run, and climb up and down staircases, if necessary
- Must withstand exposure to numerous safety risks including dust, fumes, gases, fire, smoke, adverse weather conditions, and chemicals
- Must be able to sit for potentially prolonged periods of time in either the front or the back of an emergency vehicle.
- Must be able to frequently reach, push, and pull, sometimes involving being in a precarious position (such a vehicle that has been crushed in an accident), and/or while also handling weight (such as pushing and pulling a gurney with a patient on it)
- Other physical requirements include:
 - Maintaining balance and strength in awkward positions
 - Speaking clearly, calmly, and professionally under stressful circumstances
 - Accurately communicating orally and in writing in English
 - Getting along well with others

Minimum Qualifications

- One (1) year of 911 experience at the minimum level of EMT-B or AEMT. Volunteer and career experience will be considered
- EMT Certification for EMT position/Minimum AEMT certification for AEMT position
- CPR/AED Certification
- NIMS/ICS 100, 200, 700, 800
- Haz Mat Awareness
- EVOC and EMSVO Certification
- Valid Driver's License
- Must pass criminal background check/obtain child abuse clearance
- Must assure that all certifications, licenses, and registrations are current and up-to-date

Preferred Qualifications

- Two (2) years of experience at the EMT, AEMT or higher level.
- FTO experience as an EMT, AEMT or higher level



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Schedule/Hours

There are multiple openings available and hours are flexible. Currently career personnel staff two rigs Monday - Friday daytime from 0600-1800 and 0700-1700.

We are looking for part time staff seeking a regularly scheduled shift and PRN employees to build our pool of as-needed employees.

Compensation

This is a non-exempt, hourly position. Starting Rate is \$18.00 per hours + depending on certification level and experience. Compensation shall be made on a biweekly schedule and on Pequea Valley Fire Department's regularly scheduled payday. All payments shall be subject to mandatory local, state, federal and other required employment deductions.

Benefits

Part time and PRN employees are eligible for a limited benefits package which includes:

- Retirement - Simple IRA with up to 3% company match
- Gym membership to Formula Fitness upon request

Disclaimer

The information provided in this description is designed to indicate the general nature and level of work performed by the employee within this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this position. Management has the sole discretion to add or modify the duties of the position and to designate other functions at any time. This position is not an employment agreement or contract.