

Cape Elizabeth Fire Department

EMS UTILITY DRIVER

The Utility Driver performs a support role for the EMS Providers. In addition to operating the ambulance they also assist with the movement and loading of patients into the ambulance. Utility Drivers also ensure that the ambulance is mechanically operational.

APPOINTMENT:

Entry Level Position

REPORTS TO:

EMS Officers

QUALIFICATIONS:

- 18 years of age at appointment.
- Graduation from High School or G.E.D.
- Ability to speak, read, write & understand the English language.
- Completion of the Ambulance Vehicle Operators Course (A.V.O.C.)

DUTIES & RESPONSIBILITIES:

- Responds to medical emergencies and assists with the movement and loading of patients.
- Operates ambulances and other emergency medical vehicles.
- Transports patients to the appropriate care facility as indicated.
- Utilizes radios and mobile telephones to relay information.
- Utilizes personal protective equipment to reduce the spread of infectious disease in accordance with the exposure control plan.
- Performs routine vehicle maintenance and repairs.
- Notify Truck Coordinator & EMS Officers of potential maintenance issues with ambulances.
- Perform weekly vehicle inspections.
- Prepares and submits reports regarding emergencies, supplies, equipment and other matters.
- Makes minor repairs to property and equipment; washes, cleans and disinfects equipment and apparatus.
- All other duties as assigned by EMS Officers.
- **Truck Coordinator**
 - Perform minor vehicle maintenance & repairs.
 - Liaison with Public Works Garage Foreman.
 - Arrange for vehicle maintenance & repair.
 - Field trainer for new Utility Drivers.
 - Serve on committees related to the purchase of new ambulances.

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SKILLS:

- Working knowledge of modern emergency medical care transport methods, equipment and supplies.
- Working knowledge of the Incident Command & Incident Management Systems.
- Working knowledge of department rules and regulations.
- Working knowledge of department policy & procedure manual.
- Working knowledge of streets and locations throughout the town.
- Working knowledge of the use and maintenance of apparatus.
- Skill in the operation of a variety of ambulances.
- Ability to work safely in roadways where traffic may be moving.
- Ability to maintain confidentiality.
- Ability to wear emergency medical care personal protective equipment for extended periods of time.
- Ability to wear a non-self contained breathing respiratory.
- Ability to lift & move patients with the assistance of other emergency medical providers.
- Ability to follow directions and orders.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with staff and the general public.
- Ability to learn a wide variety of emergency medical care transport duties and methods.
- Ability to learn to perform various tasks utilizing a computer.
- Ability to remain calm during stressful events.
- **Truck Coordinator**
 - Demonstrated mechanical aptitude.
 - Strong organizational skills.

ANNUAL TRAINING REQUIREMENTS:

- Hazardous Materials: Awareness
- Weapons of Mass Destruction: Awareness
- Workplace Harassment
- Bloodborne Pathogens
- Airborne Pathogens
- Respiratory Fit Test

PROBATIONARY REQUIREMENTS:

- 1-year probation period from appointment.
- Completion of A.V.O.C.
- Completion of CPR & First Aid Training.
- Complete all annual mandatory training requirements.