

KELSEYVILLE FIRE PROTECTION DISTRICT
4020 Main Street/P.O. Box 306
Kelseyville, Ca. 95451
Phone: (707) 279-4268

Employment Opportunity
Inter-facility Transport Paramedic
Application and Resume Deadline: Continuous Filing

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**Classification: IFT Paramedic**  
**\$2900 per month (hourly equivalent \$11.95)**

**District Allowed Employee Benefits:**

- ◆ California Public Employee's Retirement System (Cal PERS) 2% @ 60 Miscellaneous (Classic Members) or required PERS plan for PEPRAs members
- ◆ Paid Fair Labor Standards Act overtime.
- ◆ Option of up to \$100.00 per month toward District paid High Deductible Medical Health Plan or dental or vision plan.
- ◆ \$50,000.00 District paid Life insurance for employee and \$5,000 life insurance for spouse.
- ◆ PTO leave @ 24 hours per month (288 hours per year).
- ◆ District shift schedule is 48 hrs on 96 hours off w/ 12.67 FLSA O.T. hours per month paid at 1/2 time.
- ◆ Uniform allowance of \$250.00 per year.

**Optional Benefits available to and paid by the employee:** Credit Union (Mendo-Lake or Redwood Credit Union) membership, AIG Valic or Nationwide Retirement Solutions Deferred Compensation, AFLAC supplemental insurance, additional life insurance for employee and dependents.

**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 Sate 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 consists of one recently constructed Main Station & a Sub Station. The fire district covers 90 square miles. Presently there are three administrative employees, one finance manager, nine full time safety employees, five part-time employees as well as seven full-time employees with the inter-facility transfer program. The District provides paramedic transport service and responded to approximately 1280 911 calls and 1144 IFT calls in 2012.

**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 an integral member of a team of firefighters and paramedics to accomplish a series of tasks associated with the position and will be supervised by higher classified personnel.

**Distinguishing Characteristics:** With this IFT paramedic position with the District, employees are expected to perform at a high level of competency 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 paramedics. 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 Paramedic 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 Paramedic License, which will be maintained at District's expense and accreditation as a Paramedic by North Coast EMS within six months of start date. 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 will be conducted after conditional job offer has been presented.

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

***Application and Resume Deadline: Open filing***

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

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

***Applications available by calling (707) 279-4268 or e-mailing kfd559@yahoo.com***

***A hiring list may be established and that will be in effect for one year.***