



## City of Dodgeville -Dodgeville Area Ambulance Service

### Applicant Checklist

Thank you for your interest in applying for a position with our department. The following is a checklist of items that **MUST** be completed and returned in order to be considered for the position. All applications must be either mailed or dropped off in person in a sealed envelope at City Hall, 100 E. Fountain St, Dodgeville. **We will not accept faxed or emailed applications.**

A copy of the following items is required if you are applying for a position.

#### **EMT-Emergency Medical Technician**

- Wisconsin State Emergency Medical Technician License
- Healthcare provider CPR certification

#### **All applicants must submit the following:**

- Employment application
- Resume
- Copy of valid Driver's license
- Copy of current Wisconsin Certification
- Copy of National Registry (if applicable)
- Copy of Social Security Card or Passport
- Signed and completed Background Authorization Form (Record check is no cost to the potential employee)
- Signed copy of job description

#### **Please Address All Written Correspondence To:**

Dodgeville Area Ambulance Service  
ATTN: Chief Brian Cushman  
100 E. Fountain St.  
Dodgeville, WI 53533

#### **Application questions only may be emailed to:**

[daaschief@dodgevillewi.gov](mailto:daaschief@dodgevillewi.gov)



## **FULL-TIME EMS STAFF OPENING AND LIST CREATION**

City of Dodgeville-Dodgeville Area Ambulance Service is accepting applications for the position of:

### **Staff EMT-Emergency Medical Technician**

This position provides various duties that may include incident response, data management and reporting, office and clerical support operations, facilities and apparatus maintenance, EMS prevention activities, and miscellaneous duties regarding the operation of Dodgeville Area Ambulance Service. The current opening with the expected start date end of September 2023.

### **MINIMUM QUALIFICATIONS**

- Graduation from high school or GED equivalent.
- 18 years of age or older.
- US Citizenship/Permanent Resident Card.
- Valid Wisconsin Driver's License with proof of insurability.
- Favorable outcome of a criminal background check.
- Current State of Wisconsin Emergency Medical Technician before start of employment.
- Completion of Emergency Vehicle Operator Course (EVOC).
- Current Health Care Provider CPR Certified.
- AHA CPR Instructor (or willing to obtain Instructor status within one year of hire)-optional.
- Working knowledge of PCs and Microsoft applications (Word, Excel, PowerPoint, etc.).
- Successful completion of the following Homeland Security/FEMA courses ICS-100, 200, 300, 400, 700 & 800.

### **CONDITIONS FOR EMPLOYMENT**

- State of Wisconsin EMT-Emergency Medical Technician before start of employment.
- There will be a minimum of 6 months of probation.

Additional requirements and recommended qualifications are detailed in the application packet. This process will create an eligible list from which to fill present and possible future vacancies in full-time positions.

The City of Dodgeville-Dodgeville Area Ambulance Service is an equal opportunity employer. The position has an hourly rate of \$22-24/hour.

Application packets may be requested via email [dodgevilleems@dodgevillewi.gov](mailto:dodgevilleems@dodgevillewi.gov) or by calling the station at 608-935-5111. Completed applications must be addressed directly to the EMS Chief and must be turned in no later than 4:30pm on Monday July 10, 2023. Please include application, resume, unofficial college transcripts, references and copies of all certifications. Mail to: Dodgeville Area Ambulance Service, 100 E. Fountain St., Dodgeville, WI 53533. Interviews are as follows: Chief and Panel interview will be scheduled starting at the end of July 2023.



## City of Dodgeville-Dodgeville Area Ambulance Service

### Job Description

**Title:** EMT-Emergency Medical Technician

**Department/Agency:** Emergency Medical Services

**Reports To:** EMS Chief

**Work Schedule:** 8 and 12-hour shifts-rotating schedule

**Starting Pay:** \$22-24/hour depending on qualifications.

Vacation & paid time off

Uniforms

Retirement Plan

Employee Health insurance

#### **PURPOSE OF POSITION**

Under general supervision, the Emergency Medical Technician responds to emergency calls and planned events to protect life, property and the environment; performs specialized technical duties related to rescue, hazardous materials and administration of basic and advanced life support to the sick and injured; participates in community education, community wellness, training and equipment maintenance, and facility maintenance activities.

#### **JOB SUMMARY**

Under the general direction of the Chief, the Emergency Medical Technician is responsible for performing semi-skilled, skilled and administrative tasks for the City of Dodgeville-Dodgeville Area Ambulance Service, including data management and reporting, office and clerical support operations, facilities and apparatus maintenance.

#### **EMT DUTIES**

The EMT-Emergency Medical Technician represents middle level care in the emergency medical system. The EMT trained at this level is prepared to care for patients at the scene of an incident and while transporting patients by ambulance to the hospital. The EMT-Emergency Medical Technician has the

emergency skills to assess the patient's condition and manage respiratory, cardiac, and traumatic emergencies.

**EMT REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES** *(Note-This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)*

- Ensure personal safety as well as the safety of other ambulance personnel, patients and general public.
- Respond to ambulance calls when paged.
- Receive, comprehend and act appropriately on information received from dispatch and other sources.
- Communicate with fellow EMTs, other medical personnel, family members, bystanders and the patient (when patient is able) to obtain all necessary information for providing the most appropriate patient care.
- Assess the nature and extent of illness or injury and establish priority for required emergency care. Ability to prioritize changing patient conditions required.
- Render emergency care as appropriate for City of Dodgeville-Dodgeville Area Ambulance Service level of licensure.
- Understand function of and physically utilize medical equipment and supplies on the ambulance.
- Understand and apply the concepts of safe effective lifting techniques and be physically able to lift and assist in carrying necessary equipment and supplies from ambulance vehicle to and from the location of the patient(s), as well as assist in physically conveying patient to the ambulance.
- Understanding of and ability to use sanitizing and disinfecting procedures for all equipment including personal protection equipment.
- Understand the purpose and use of the required documentation and communicate all pertinent information relating to the patient and the care that has been administered. Communicate this information to the receiving medical facility, via radio or other appropriate communication equipment, as soon as possible.
- Knowledge of and/or ability to learn and use computer-based applications such as electronic medical record systems and scheduling applications.
- Drive an ambulance or other department vehicle, in either emergency or non-emergency mode as required to and from calls, to and from receiving medical facilities, or other assigned trips.
- Perform routine vehicle maintenance at the completion of an ambulance run on each vehicle used. This maintenance shall include, but not limited to, filling fuel tanks, checking oil, restocking all medical supplies and other equipment used, cleaning and/or sanitizing the interior of the vehicle as necessary, and washing the exterior of the vehicle as needed.
- Perform all job-related tasks with a high degree of skill, good judgement, integrity, and confidentiality.

**REPRESENTATIVE ESSENTIAL STAFF DUTIES AND RESPONSIBILITIES** *(Note-This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)*

- Ensure that the work plans reflect areas of concerns and issues defined by department officers, internal and external customers, and elected officials.
- Assess ongoing program performance, develop new programs to meet long term goals, and develop short-and long-term objectives for area of responsibility.
- Process EMS run reports as directed.
- Operate a variety of office equipment including copiers, facsimile machine and computer, input and retrieve data and text, organize and maintain storage and filing for confidential and routine files and records.
- Utilize a computer network system to input and retrieve data and prepare reports using appropriate word processing or spreadsheet applications and databases.
- Implement new computer system modules, procedures, and information systems in conjunction with staff and technical specialists.
- Coordinate and/or perform data collection and statistical analysis of data. Ensure data is entered into computer systems in accordance with current standards and requirements. Generate computer reports, and maintain necessary manual and computer records.
- Arrange for or perform maintenance duties on facilities or apparatus. Maintain records, prepare reports and other specialized maintenance records and equipment, facility and apparatus.
- Communications responsibilities include answering department phone calls, emails, and faxes, responding to requests for information appropriately.
- Make public presentations, conduct tours of the station, or assist in presenting training classes for other staff, volunteers, community groups, or fire/EMS personnel from other districts. Maintain calendar of activities, meetings, and various events.
- Drive and operate all department vehicles.
- Participate in training classes to maintain and upgrade knowledge, skills, and certification.
- Perform housekeeping duties including cleaning /maintaining apparatus, quarters, buildings, equipment and grounds.
- Work as a member of a team to support and maintain a pleasant work environment. Look for ways to support others in their work, develop and maintain cooperative work relationships. Approach individuals directly regarding suggestions and concerns and provide constructive feedback. Attend and participate in trainings and meetings.
- Perform any other duties and responsibilities as assigned.

**SUPERVISION EXERCISED**

- Although independent action is required, this position is subject to routine quality assurance review.

**MINIMUM QUALIFICATIONS**

- Graduation from high school or GED equivalent.
- 18 years of age or older.

- US Citizenship/Permanent Resident Card.
- Valid Wisconsin driver's license with proof of insurability.
- Favorable outcome of a criminal background check.
- Current State of Wisconsin EMT certification before start of employment.
- Completion of Emergency Vehicle Operator Course (EVOC).
- Current Health Care Provider CPR Certified.
- AHA CPR Instructor (or willing to obtain Instructor status within one year of hire)-optional.
- Working knowledge of PCs and Microsoft applications (Word, Excel, PowerPoint, etc.).
- Successful completion of the following Homeland Security/FEMA courses ICS-100, 200, 300, 400, 700 & 800.
- There will be a minimum of 6 months of probation.

While not required, other useful qualifications

- Two years' experience as an EMS professional.
- Previous experience working in a combination compensated volunteer/career department
- Current National Registry Certification
- EMS Instructor I or II.

**PHYSICAL DEMANDS AND ABILITIES** *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the jobs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is required to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under disagreeable conditions that include extreme heights, intense heat or cold, excessive noise, communicable diseases, vibration, confined spaces, emergency driving, little to no sleep for extended periods of time. The employee is regularly required to use hands and fingers, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is regularly required to walk, sit, stand, climb, balance, stoop, kneel, crouch, crawl, talk and hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights over 100 pounds or more. The employee must occasionally run, dodge, jump or maneuver with equipment. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT** *(The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. An AEMT must continue to perform physically demanding work, requiring sound judgement, under adverse working conditions.)*

- The noise level in the work environment is usually moderate, except during certain EMS activities when noise levels may be loud.
- EMS responses can be to areas of confined spaces or heights.
- Exposure to extreme cold and hot environments.
- Contact with water or other liquids.
- Exposure to hazardous conditions such as fire, explosives, chemicals, electrical shock, structural hazards, fast moving vehicles, etc.
- Exposure to fumes, gases, noxious odors, dust and poor ventilation.
- Exposure to blood, serious injuries and death.



**CITY OF DODGEVILLE**  
100 E. Fountain St.  
Dodgeville, WI 53533

**EMPLOYMENT APPLICATION**

Position Applied For: \_\_\_\_\_

Applicants are considered for all positions without regard to race, color, sex, sexual orientation, religion, creed, national origin, ancestry, age, marital or veteran status, disability, handicap or arrest or conviction record.

Date \_\_\_\_\_

(Please Print)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you employed now? \_\_\_\_\_ Yes \_\_\_\_\_ No

May we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

On what date would you be available for work? \_\_\_\_\_

Are you eligible to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

*(If offered employment, you will be required to provide documentation to verify eligibility.)*

Have you been convicted of a crime (do not include minor traffic violations or ordinance violations)? \_\_\_\_\_ Yes \_\_\_\_\_ No

*(You must report all convictions, past and present. A conviction will not automatically disqualify you from employment but any dishonesty relevant to this response will remove your application from further consideration or result in termination of your employment.)*

If yes, please

explain \_\_\_\_\_

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List professional trade, business or community activities and offices held.

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Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

EDUCATION AND FORMAL TRAINING

Do you have a high school diploma or GED certificate? \_\_\_\_\_ Yes \_\_\_\_\_ No

Colleges, military, trades, business or other schools attended:

Name & Location	Course of Study	Dates	Degree/Diploma
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Licenses or Certificates you have that indicate specialized skills or training:

Title of License or Certificate	Issuing Agency	Skill Area
_____	_____	_____
_____	_____	_____
_____	_____	_____



Are there any special skills you have that you would like us to be aware of?

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WORK EXPERIENCE

Start with your present or last job. Include intern or volunteer work as well as full-time or part-time employment.

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Employer Address

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Your Title Supervisor's Name & Telephone Number

Duties:

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Date of Employment: From \_\_\_\_\_ to \_\_\_\_\_.

Reason for Leaving:

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Employer Address

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Your Title Supervisor's Name & Telephone Number

Duties:

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Date of Employment: From \_\_\_\_\_ to \_\_\_\_\_.

Reason for Leaving:

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Employer

Address

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Your Title

Supervisor's Name & Telephone Number

Duties:

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Date of Employment: From \_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving:

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#### SUPPLEMENTAL QUESTIONS

1) How would you work with the public:

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2) How would you manage employees?

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3) How would you handle record keeping?

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By signing below, I certify that all statements made on this application are true and correct. I understand that all information is subject to verification. I also understand that any falsification will disqualify me from employment, or if already employed, will result in dismissal. My signature authorizes the City of Dodgeville to secure my driving record (if position requires driving), transcripts from educational institutional institutions to verify credits/degrees, employment-related information from former employers or references, and any information needed to complete a criminal background check. I understand that I may be asked to undergo a physical examination, including substance abuse screening, prior to appointment to a position with the City of Dodgeville; I also understand that refusal to participate will result in the withdrawal of any offer of employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_



<p>➤ <i>If <b>YES</b>, list each crime, when it occurred or the date of the conviction, and the city and state where the court is located. You may be asked to supply additional information including a certified copy of the judgement of conviction, a copy of the criminal complaint, or any other relevant court or police documents.</i></p>	YES	NO
<p>3. Has any government or regulatory agency (other than the police) ever found that you committed child abuse or neglect?</p> <p>A response is required if the box below is checked:          ____ (Only employers and regulatory agencies entitled to obtain this information per se. 48.981(7) are authorized to, and should check this box.)</p> <p>➤ If <b>YES</b>, explain, including when and where it happened.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. Has any government or regulatory agency (other than the police) ever found that you committed child abuse or neglect?</p> <p>A response is required if the box below is checked:          ____ (Only employers and regulatory agencies entitled to obtain this information per se. 48.981(7) are authorized to, and should check this box.)</p> <p>➤ If <b>YES</b>, explain, including when and where it happened.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. Has any government or regulatory agency (other than the police) ever found that you abused or neglected any person or client?</p> <p>➤ If <b>YES</b>, explain, including when and where it happened.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6. Has any government or regulatory agency (other than the police) ever found that you misappropriated (improperly took or used) the property of a person or client?</p> <p>➤ If <b>YES</b>, explain, including when and where it happened.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7. Do you have a government issued credential that is not current or is limited so as to restrict you from providing care to clients?</p> <p>➤ If <b>YES</b>, Explain, including credential name, limitations or restriction, and the time period.</p>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER REQUIRED INFORMATION	YES	NO
1. Has any government or regulatory agency ever limited, denied, or revoked your license, certification, or registration to provide care, treatment, or educational services? ➤ If <b>YES</b> , explain, including when and where it happened.	<input type="checkbox"/>	<input type="checkbox"/>
2. Has any government or regulatory agency ever denied you permission or restricted your ability to live on the premises of a care providing facility? ➤ If <b>YES</b> , explain, including when and where it happened and reason.	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you been discharged from a branch of US Armed Forces, including any reserve component? ➤ If <b>YES</b> , indicate the year of discharge: _____ ➤ Attached a copy of your DD214 if you were discharged within the last 3 years.	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you resided outside of Wisconsin in the last 3 years? ➤ If <b>YES</b> , list each state and the dates you lived there.	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you had a caregiver background check done within the last 4 years? ➤ If <b>YES</b> , list the date of each check, and the name, address, and phone number of the person, facility, or government agency that conducted each check.	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you ever requested a rehabilitation review with the Wisconsin Department of Health Services, a county department, a private child placing agency, school board, or DHS designated tribe? ➤ If <b>YES</b> , list the review date and review result. You may be asked to provide a copy of the review decision.	<input type="checkbox"/>	<input type="checkbox"/>

**A "NO" answer to all questions does not guarantee employment, residency, a contract, or regulatory approval.**

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I understand, under penalty of law, that the information provided is truthful and accurate to the best of my knowledge and that knowingly providing false information or omitting information may result in forfeiture of up to \$1000.00 and other sanctions as provided in DHS 12.05 (4), Wis. Adm. Code.

PRINT NAME:   Signature:	Date Submitted:
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