



**EMPLOYMENT OPPORTUNITY  
PLEASE POST**

**PARAMEDIC**

**\$3,111 - \$3,784**

**Bi-Lingual (English/Spanish) Preferred**

**THE POSITION:** Under general supervision, to respond to emergencies; to administer Advanced Life Support to and transport sick or injured persons to medical facilities.

**QUALIFICATIONS:** Any combination of education, experience, and training which would likely provide the required knowledge's and abilities is qualifying. A typical way to obtain these knowledge's and abilities would be: Equivalent to graduation from the 12th grade and completion of courses for certification for Paramedic, one year of experience as solo paramedic in emergency system preferred. Bi-lingual (English/Spanish) preferred.

Possession of a valid State of California Paramedic certificate Or National Registry with ability to obtain California Paramedic certificate within one (1) month of appointment; CCEMSA Paramedic certification or ability to obtain CCEMSA Paramedic certification within one (1) month of appointment; Current BLS healthcare provider; possession of a valid California Operator's License issued by the State Department of Motor Vehicles.

**THE SELECTION PROCESS:** Applications and supporting material will be reviewed and evaluated; applicants who appear to be more qualified in terms of experience, education, and training will be invited to participate further in the process. The selection process may include practical and written examinations, oral board interview, department interview, background investigation, drug screening, and any other testing that may be deemed necessary. All applicants will be advised on their status in the selection process. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

**APPLY:** City of Dinuba, Human Resource Services, 405 E. El Monte, Dinuba, CA 93618, ph. (559) 591-5900, by 5:00 p.m. on **July 20, 2020**. A City application is required. Postmarks are **not** accepted. [www.dinuba.org](http://www.dinuba.org)

Persons with disabilities who require special accommodations may contact Human Resource Services.  
Proof of authorization to work in the United States is required for all employees.  
We are an Equal Opportunity Employer. We do not discriminate on the  
basis of race, religion, color, sex, sexual orientation, age, national origin or disability.  
The provisions of this announcement do not constitute an expressed or implied contract,  
and any provision contained in this announcement may be modified or revoked without notice.

## PARAMEDIC

## CITY OF DINUBA JOB DESCRIPTION

**DEFINITION:** Under general supervision, to respond to emergencies; to administer Advanced Life Support to and transport sick or injured persons to medical facilities.

**EXAMPLES OF DUTIES:** Responds to instructions from emergency dispatcher and drives specially equipped emergency vehicle to specified location; monitors communication equipment to maintain contact with dispatcher; removes or assists in removal of victims from scene of accident or injury; establishes Advanced life support treatment, delegates basic life support duties to first responders, basing decisions on statements of persons involved, examination of victim or victims, and knowledge of emergency medical practice; administers prescribed Advanced Life Support at site of emergency or in specially equipped vehicle, performing such activities as allowed by Paramedic certification; communicates with professional medical personnel at emergency treatment facility to obtain instructions regarding further treatment and to arrange for reception of victims at treatment facility; assists in removal of victims from vehicle and transfer of victims to treatment center; assists treatment center admitting personnel to obtain and record information related to victims' vital statistics and circumstances of emergency; attends mandatory continuing education classes to maintain certifications; oversees training and skills of EMT's; maintains vehicles and medical and communication equipment and replenishes equipment and supplies; may assist professional medical personnel in emergency treatment administered at medical facility.

Responds to medical alarms while on duty; operates ambulances; administers Advance Life Support; assesses emergency situations and may take charge until higher ranking officer arrives on the scene; performs a variety of routine station maintenance and repair tasks, including the inspection and minor repair of equipment; cleans station quarters and equipment and maintains a clean and orderly condition in and about the station; studies and reviews Fire Department rules and regulations; may perform minor mechanical repairs on equipment; may provide support services to City departments as required; may provide city-wide training on subjects such as CPR, and blood borne pathogens; assists in maintaining grounds around station; performs additional duties as required.

### EMPLOYMENT GUIDELINES:

#### Knowledge of:

- Emergency Medical Services equipment and supplies;
- Emergency communication equipment;
- Geography of local area;
- Emergency medical treatment;
- Emergency medical response methods and the operations and maintenance of vehicles and  
Other equipment;
- Ambulance operation.
- Fire Department rules and regulations;
- Emergency Medical Services principles;
- Basic supervision sufficient enough to act as Supervisor in the absence of Fire Captain;
- Principles of training.

**EMPLOYMENT GUIDELINES:** (con't)**Ability to:**

Drive ambulance with care and safety in accordance with traffic laws and ordinances;  
Speak on radio and follow emergency instructions;  
Analyze circumstances to determine scope of emergency situation and adopt effective courses of action;  
Understand and carry out oral and written instructions;  
Think and act quickly in emergencies;  
Understand and act in accordance with Department policy and rules, CCEMSA protocols and procedures, and written and oral instruction;  
Effectively supervise and lead work of EMTs;  
Keep records and prepare reports;  
Establish and maintain cooperative working relationships with those contacted during the course of work.

**EDUCATION/EXPERIENCE/TRAINING:** Any combination of education, experience, and training which would likely provide the required knowledge's and abilities is qualifying. A typical way to obtain these knowledge's and abilities would be: Equivalent to graduation from the 12th grade and completion of courses for certification for Paramedic, one year of experience as solo paramedic in emergency system preferred. Bilingual (English/Spanish) preferred.

**Licenses/Certificates:** Possession of a valid State of California Paramedic license Or National Registry with ability to obtain California Paramedic license within one (1) month of appointment; CCEMSA Paramedic certification or ability to obtain CCEMSA Paramedic certification within one (1) month of appointment; Current BLS healthcare provider; possession of a valid California Operator's License issued by the State Department of Motor Vehicles.

**TOOLS AND EQUIPMENT USED**

Ambulance, BLS and ALS equipment, radio, pager, personal computer, phone.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

Frequently sit, talk, hear, stand, walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, and smell; frequently lift and/or move up to 100 pounds and occasionally lift and/or carry up to 250 pounds with assistance. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must have stamina to perform strenuous labor for long periods of time and work under stressful and emergency situations. Frequent disruption of sleep. Must be a non-user of tobacco and shall be required to sign a statement affirming that, as a condition of continued employment, employee shall refrain from using tobacco.

Work is performed primarily in Fire Station, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts, often in emergency and stressful situations. Exposure to

**PHYSICAL DEMANDS/WORK ENVIRONMENT (con't)**

audible alarms and rendering emergency medical assistance, including blood borne pathogens, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils; occasionally near moving mechanical parts and in high, precarious places; exposure to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals; risk of electrical shock, and vibration. The noise level is usually quiet in office settings and loud at emergency scenes.

**The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

7/2020

**An Equal Opportunity/  
Affirmative Action Employer**



**HUMAN RESOURCES**  
**405 E. El Monte Way**  
**Dinuba, CA 93618**  
**(559) 591-5900**  
**Fax (559) 591-3815**  
**www.dinuba.org**

**EMPLOYMENT APPLICATION**

**INSTRUCTIONS:** Completely fill out application and sign it, print in ink or type. It is the applicant's responsibility to ensure that the application is on file in Human Resources on the final filing date. Late applications will be rejected.

**POSITION APPLYING FOR:** Paramedic

**NAME:** \_\_\_\_\_  
Last Name First Name Middle

**ADDRESS:** \_\_\_\_\_  
Street/P.O. Box City State Zip Code

**TELEPHONE:** ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home Business Cell

**EMAIL ADDRESS:** \_\_\_\_\_

**DRIVER'S LICENSE NUMBER:** \_\_\_\_\_ **CLASS:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **EXPIRES:** \_\_\_\_\_  
Completion of this question is required only if the position for which you are applying requires the possession of a valid California Driver's license.

I meet the minimum age requirements as stated on the job announcement for this position.  Yes  No

**EDUCATION**

Did you graduate from High School, pass the State High School Equivalency Exam, or do you possess a G.E.D. certificate?  Yes  No  
 Name of last High School attended: \_\_\_\_\_

College or University	Major	Units	Degree

Please list any experiences, certificates/licenses, skills or special training that are *related* to the position which you are applying for.

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**ADDITIONAL INFORMATION**

Are you related to any City of Dinuba employee? If yes, state name and relationship.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you now or have you ever been employed by the City of Dinuba?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you, after employment, submit verification of your right to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No
List languages you speak fluently other than English:	

**EMPLOYMENT HISTORY**

List most recent experience first; carefully account for all employment and/or job related volunteer experience. List each job title even if employed by the same employer. Use additional sheets if necessary using the same format below. A resume may be attached, but will **not** be substituted for the information required in this section. Your application will be rejected if you write "See Resume".

EMPLOYER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE NO: \_\_\_\_\_  
POSITION TITLE: \_\_\_\_\_ FROM (Mo/Yr.): \_\_\_\_\_ TO (Mo/Yr.): \_\_\_\_\_  
HOURS WEEK: \_\_\_\_\_ SUPERVISOR NAME AND TITLE: \_\_\_\_\_  
DESCRIPTION OF DUTIES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE NO: \_\_\_\_\_  
POSITION TITLE: \_\_\_\_\_ FROM (Mo/Yr.): \_\_\_\_\_ TO (Mo/Yr.): \_\_\_\_\_  
HOURS WEEK: \_\_\_\_\_ SUPERVISOR NAME AND TITLE: \_\_\_\_\_  
DESCRIPTION OF DUTIES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE NO: \_\_\_\_\_  
POSITION TITLE: \_\_\_\_\_ FROM (Mo/Yr.): \_\_\_\_\_ TO (Mo/Yr.): \_\_\_\_\_  
HOURS WEEK: \_\_\_\_\_ SUPERVISOR NAME AND TITLE: \_\_\_\_\_  
DESCRIPTION OF DUTIES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE NO: \_\_\_\_\_  
POSITION TITLE: \_\_\_\_\_ FROM (Mo/Yr.): \_\_\_\_\_ TO (Mo/Yr.): \_\_\_\_\_  
HOURS WEEK: \_\_\_\_\_ SUPERVISOR NAME AND TITLE: \_\_\_\_\_  
DESCRIPTION OF DUTIES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_

I hereby certify that all statements made on or in connection with this application, including my training, education and experience are true and complete o the best of my knowledge and belief. I understand and agree that any misstatement or omissions of material fact herein will cause forfeiture on my part of all rights to employment with the City of Dinuba. I further understand that any offer of employment is conditional upon my ability to meet the established requirements of the job. These requirements include but may not be limited to: undergoing a pre-employment physical, including a drug screen by a physician of the City's choosing; undergoing a fingerprint background check; signing an oath of office; and furnishing proof of either citizenship or the legal right to work in the United States of America upon appointment.

Date: \_\_\_\_\_ Signature of applicant: \_\_\_\_\_

**DISABLED APPLICANTS**

The City of Dinuba will make reasonable accommodations in the exam process to accommodate disabled applicants. If you are invited to participate in any test process and have a disability for which you require an accommodation, please contact the City of Dinuba, Human Resources.

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

Position Applied For: Paramedic

*(This page will be detached from your application and filed separately)*

COMPLETION OF THIS SECTION IS OPTIONAL
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HOW DID YOU HEAR ABOUT THIS JOB OPPORTUNITY?			
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<input type="checkbox"/> Newspaper	<input type="checkbox"/> City Employee	<input type="checkbox"/> Publication	<input type="checkbox"/> Job Announcement
<input type="checkbox"/> City Website	<input type="checkbox"/> City Email Notice	<input type="checkbox"/> Social Media	<input type="checkbox"/> Other _____

<i>NOTE: RACE/ETHNICITY AND GENDER INFORMATION IS FOR STATISTICAL PURPOSES ONLY AND IS NOT USED IN HIRING</i>
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RACE/ETHNIC DATA			
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<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian
<input type="checkbox"/> Indian	<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Native Hawaiian or Pacific Islander	<input type="checkbox"/> Other

GENDER DATA	
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<input type="checkbox"/> Male	<input type="checkbox"/> Female
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EMPLOYMENT APPLICATION SUPPLEMENT

APPLICANT'S NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

POSITION APPLYING FOR: Paramedic

**CONVICTIONS**

Have you ever been convicted of a felony or misdemeanor?

*(Please do not include minor traffic infractions or juvenile offenses. No applicant except for the position of Police Officer, need disclose any convictions for marijuana use within two (2) years from the date of such conviction per Labor Code 432.8)*

Yes    No

If yes, please list each offense below. *(A conviction is not an automatic bar to employment)*

Description of Charge	Date	City & State	Final Result of Charge