



## **EAST BAY AMBULANCE**

110 High Lake Road  
Traverse City, MI 49686

(231) 947-0299

(231) 947-0602 fax

eastbay9a@hotmail.com

**Full Time EMT/Paramedic  
Position with a  
Great Work Atmosphere**

Visit [eastbaytwp.org](http://eastbaytwp.org) for details  
and application,  
deadline Thursday, 6/7/2018 @ 5 pm.

### **Synopsis of Employment Listing for Full Time Ambulance/Maintenance Position**

#### **The Organization:**

East Bay Ambulance – *An Equal Opportunity Employer* – is conveniently located southeast of Traverse City, and offers a work atmosphere which values integrity, proficiency, hard work and a friendly atmosphere. The EMS offices are within Grand Traverse Metro Station 9, located at 110 High Lake Road. East Bay Ambulance serves the residents of East Bay Township with pride and clinical excellence, producing quality outcomes.

#### **The Position:**

East Bay Ambulance is looking for a full-time Ambulance/Maintenance employee. This position requires EMT certification and the most desirable applicants will either be an experienced EMT showing the initiative to become a Paramedic within the first year or an already licensed Paramedic who is willing to learn and grow with the department. This position will be 40 hours per week, with a varied shift schedule or 12, 16, or 24 hour shifts, including a regular rotation of weekends and holidays. The position includes a competitive benefits package including group insurance (health, dental, vision, life, and disability), Paid-Time Off, and 457 Defined Contribution Plan.



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**Position Title:** Ambulance/Maintenance  
Full Time (40 hours/week)  
Shifts are 12, 16, or 24 hours

**Location:** East Bay Charter Township

**Salary:** Commensurate with Experience  
Benefit Package Included

**Application:** [www.eastbaytwp.org](http://www.eastbaytwp.org)

**Application Deadline:** June 7, 2018, 5 pm

**Start Date:** mid-July

### **BROAD STATEMENT OF RESPONSIBILITIES**

Main responsibility is EMS emergency response. Knowledge of all ambulance operations and basic rescue equipment/vehicles is a must. Knowledge and experience working with word processing and data entry is required. Basic maintenance of ambulances and all related equipment and training on such equipment is also required. Basic maintenance of ambulance vehicles and related equipment will be performed. Individual will be cross-trained on some aspects of the office jobs as well.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

- Respond to all emergency and non-emergent ambulance calls while on duty.
- Perform and document both fire and ambulance vehicle maintenance.
- Perform daily/weekly rig/equipment checks.
- Assist in performing building maintenance; keeping the station clean inside as well as the outside. Jobs may include housekeeping duties, i.e.: washing kitchen, cleaning/mopping meeting room, washing bathrooms, cleaning the crew office, washing vehicles, cleaning the mechanical room, pulling weeds and washing windows. Seasonal jobs also will be performed.
- Assist with public education programs as needed/requested.
- Prepare and maintain all ambulance vehicle maintenance files.
- Assist in preparing and maintaining inventory in the mechanical room; i.e. tools, cleaning supplies, paper supplies, etc.
- Assist in preparing and maintaining monthly checks on generator.
- Be on call at least three times per month to possibly include weekends and holidays.
- Other duties as assigned by Ambulance Administrator.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- High School Diploma
- Must possess at all times, a current Michigan EMT license or higher, CPR card and all Northwest Regional Medical Control required programs and certifications, and a valid driver license with valid auto insurance.
- Must have minimum proficiency on all ambulance apparatus.
- Knowledge and experience in working with word processing/data entry.
- Ability to work with minimum supervision and to be a self-starter.
- Scheduling flexibility (with other staff).
- Strong communication and interpersonal skills to interact effectively with the public and other agencies.
- Adhere to all Policies and Procedures as printed in the *East Bay Charter Township Employment Manual*.

Please send completed applications to [clarknewtoneastbayems@gmail.com](mailto:clarknewtoneastbayems@gmail.com) with the subject line, "Ambulance Application for Employment" or return them to the township hall at 1965 N. Three Mile Road.

#### ***An Equal Opportunity Employer***

*All persons shall have equal employment opportunities with East Bay Charter Township regardless of race, color, religion, sex, marital status, or national origin.*



### APPLICATION FOR EMPLOYMENT

*This Township is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by state or federal law. Michigan law requires that a person with a disability or handicap requiring accommodation to perform the essential duties of the job must notify the employer in writing within 182 days of the date that the need is known or should have been known. Federal law has no such requirement.*

**Application deadline is Thursday, June 7, 2018 by 5 pm.**

**Applications must be received either by:**

1. Email Tim Newton, Operations Director, at [clarknewtoneastbayems@gmail.com](mailto:clarknewtoneastbayems@gmail.com) with the subject line, "Ambulance Application for Employment"
2. In a sealed envelope addressed and mailed or dropped off to:  
East Bay Charter Township  
Attention: Tim Newton, Operations Director  
1965 N. Three Mile Road  
Traverse City, MI 49696

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

Date of Application: \_\_\_\_\_

Date You Can Start: \_\_\_\_\_

*(Please note that this application will only remain active for 3 months after which the applicant would need to re-apply.)*

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

(Last, First, Middle)

Social Security Number: \_\_\_\_\_ (to be provided by successful applicant)

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

Telephone Number: \_\_\_\_\_

(Home/Work/Cell – circle one)

Are you 18 years or older? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a valid Michigan motor vehicle license? Yes \_\_\_\_\_ No \_\_\_\_\_

Are there any hours or days of the week you cannot work?

\_\_\_\_\_

If so when?

\_\_\_\_\_

Salary Desired \_\_\_\_\_ Type of Employment: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

**EDUCATION:**

	Name and Address of School	No. of Years Attended	Did you Graduate?	Subject/Major
Elementary School				
High School				
College				
Specialized Training				

Are you employed now?

\_\_\_\_\_

May we contact your present employer?

\_\_\_\_\_

Have you ever applied to EMS-9A before? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, under what name and when? \_\_\_\_\_

Do you have US Military experience? \_\_\_\_\_

Branch: \_\_\_\_\_ Rank: \_\_\_\_\_

Date Entered: \_\_\_\_\_

Date Discharged: \_\_\_\_\_ Honorably? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you lawfully entitled to be employed in the United States?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a crime except a minor traffic violation?

Yes \_\_\_\_\_ No \_\_\_\_\_

(The response to this question will be considered in the context of its job-relatedness only)

If so, please state citation, date and place where offense occurred:

\_\_\_\_\_

Please provide any additional information such as special skills, training, management experience, equipment operation or qualifications you feel will be helpful to us in considering your application.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**REFERENCES:**

Three individuals not related to you, whom you have known at least for one year:

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

\_\_\_\_\_  
(Name, Address and Telephone, Relationship, Years Acquainted)

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

\_\_\_\_\_  
(Name, Address and Telephone, Relationship, Years Acquainted)

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

\_\_\_\_\_  
(Name, Address and Telephone, Relationship, Years Acquainted)

**EMERGENCY CONTACT:**

\_\_\_\_\_  
(Name, Address, City, State/Zip, Telephone Number)

**CURRENT AND MOST RECENT EMPLOYERS: (Most recent one first)**

Date Month/year	Name, Address and Telephone No. of Employer	Salary: Starting/Ending	Last Position Held/Responsibilities	Reason for Leaving
From:				
To:				
From:				
To:				
From:				
To:				

May we contact the Employers listed? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, which one(s)?

\_\_\_\_\_

**Please read the following statement carefully before signing to indicate your understanding:**

I understand that prior to being offered employment; I may be requested to take an employment examination. In the event that I have a disability that will affect my ability to take the test, I will so inform the Township prior to the administration of the test so that a reasonable accommodation can be made. The Township reserves the right to require medical documentation regarding the need for accommodation.

I certify that the facts contained in the application are true and complete to the best of my knowledge and understand that if employed, falsified statements or omitted information on this application may result in termination.

I understand and agree that if hired, my employment is for no definite period and may regardless of the date of payment of my wages and salary, be terminated with or without cause, at any time, with or without notice.

I authorize investigation of all statements contained in the application for any employment-related purposes. I release the listed references and all employers, except those specifically stated\*, to provide you with any and all applicable information they may have. I hereby release these references and former employers from all liability for any information they may give to you.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\*Employers specifically stated:

\_\_\_\_\_

For Employer Use Only	
Interviewed By: _____	Date: _____
Hired: Yes _____ No _____	
Starting Date: _____	Position: _____
Wage: _____	
Additional Comments: _____	
_____	