

**FULL TIME EMPLOYEES  
WITH BENEFITS  
on Medic #1 and Medic#10**

1. Position requires certification as one of the following:  
EMT-B, EMT-ADV., EMT, or EMT-P
2. To maintain benefits the employee must work a minimum of 36 hours per week or 72 hours per pay
3. Occasional weekends are required when needed to fill a vacancy on the emergency truck or complete the schedule.
4. Vacation time will be accrued at a rate of .02 hours of vacation time for each hour worked and may be used after one full year of employment in a benefit eligible position up to 70 hours after the first year.
5. Sick leave will be provided at a rate of 70 hours per year accumulative to a total of 280 hours.
6. Personal leave provided at a rate of 14 hours per year.
7. 13 to 15 paid holidays depending upon closure due to elections
8. 21 hours of bereavement leave (pending Director's approval)
9. Health and Life insurance
10. Position requires completion of the staffing schedules of Medic #1 and Medic#10 at least one week prior to the pay period being scheduled.
11. Attend bimonthly Chief's meetings
12. Additional duties are but not limited to the following:
  - a. Scanning and attachment of paperwork
  - b. Prepare audit and review
  - c. Scheduling
  - d. Payroll preparation and overtime compilation
  - e. Supplies and Oxygen (stocking and ordering)
  - f. Maintenance of Pop/coffee machines
  - g. Maintenance of Copies and Forms for Crews
  - h. Assist in Building maintenance and cleaning
  - i. Additional duties as assigned by the Director or Staff
13. Present rate of pay is \$10.25 per hour.

**APPLICATIONS SHOULD BE COMPLETED AND  
TURNED INTO THE OFFICE (3921 South Garthwaite Rd. Gas City,  
IN 765-674-6592) by July 15,2018 to be considered.**