



603 West Park Street
Sheldon, Iowa 51201
712-324-5061 or 1-800-352-4907

JOB OPPORTUNITY

Company: City of Prairie City
203 E. Jefferson Street
Prairie City, IA 50228

PUBLIC WORKS SUPPORT/EMT POSITION: We are accepting applications for an entry level FT Public Works/EMT Position with an EMT level or higher certification. If not already certified as an EMT or higher you must be able to obtain an EMT certification within the first year of employment. This position will also support the Public Works Department with their daily operations. This position will report directly to the City Operations Manager.

RESPONSIBILITIES: PRIMARY RESPONSIBILITY: Respond to EMS calls for service during working business hours. Provide EMT level care during regular scheduled shifts. Assist Public Works employees with daily tasks and assignments. Cover absences with FT Public Works Employees such as: vacation, sick-leave and training. Assist EMS department with records keeping, reports and billing. Assist with clerical duties at City Hall as needed.

This position will start at an hourly rate of \$14.00/hour (may vary based upon qualifications.)

MINIMUM REQUIREMENTS: Shall be 18 years of age and older. Have a valid driver's license with no significant driving record. Pass a background check. Shall have an EMT level certification or higher, or be willing to obtain an EMT level certification within the first year of employment. Have a minimum of a HS Diploma or its equivalent. Advanced education in a Trades field is preferred, but not required. Shall be comfortable lifting up to 50 pounds and working in various conditions such as confined spaces, inclement weather, and waste water treatment facilities. Shall be able to present themselves and speak to public members in a professional manner. NOT be addicted to drugs or alcohol or abuse prescription medications or use illegal drugs.

Applications can be found online at: <https://prairiecityiowa.us> or at the City Hall address listed above. Application and resume shall be completed and submitted to City Hall no later than 4:30 pm on August 31, 2017. Resume and applications can either be dropped off, mailed to the above address or emailed to: joe.bartello@prairiecityiowa.us.