

POSITION DESCRIPTION			
Organ Transport Specialist			
Salary Range: \$20 - \$24 per hour	FLSA Status: Non-Exempt	Last Revised: 07/2026	

COMPANY OVERVIEW:

iCare Ambulance, LLC, based at Centennial Airport since May 1, 2012, specializes in ground support for Air Ambulance, Critical Care, and Organ Transplant Teams. As a national leader in Air Ambulance Intercept services, we partner with over 70 Air Medical programs globally. Our mission focuses on providing safe and reliable transport for critically ill and injured patients.

iCare Ambulance core values:

- **Integrity:** We will be true to our ethical and moral convictions, even when no one is watching.
- **Compassion:** We will care for our patients, partners, and each other with kindness and empathy.
- **Accountability:** We will accept responsibility for our actions and disclose the results in a transparent manner.
- **Respect:** We will acknowledge the innate value of all beings and things and treat them with due regard.
- **Excellence:** We will continually work to improve our culture and performance.

POSITION OVERVIEW:

As an Organ Transport Specialist (OTS) you will play a critical role in the organ donation process that heals life and gives hope. The primary responsibility of the OTS is to provide safe and efficient transport of organ recovery teams and equipment between healthcare facilities and airports. We transport these teams from Pueblo to Cheyenne and everywhere in between. You will work with Surgeons, Organ Recovery Coordinators, and Organ Recovery Technicians to assure that the gift of life is passed along safely and expeditiously. This position entails a combination of long periods of waiting and periods of emergency driving.

REPORTS TO:

Chief of Operations

WHAT DOES SUCCESS LOOK LIKE?:

To be successful in this position, the Organ Transport Specialist must be able to adequately accomplish the following:

Be Safe:

The OTS has a duty to assure his/her personal safety and the safety of their co-workers, passengers, and the public. The OTS shall utilize safety equipment that is provided for them, including seatbelts. The OTS shall also operate company vehicles with due regard for the safety of those onboard the vehicle and the public.

Respond to service requests in a timely fashion:

The OTS shall ensure that they maintain the ability to respond to a request for service within 15 minutes of receiving the request.

Ensure that equipment is constantly in a state of readiness:

The OTS shall ensure that their assigned vehicle and the equipment within it are in a constant state of readiness. This includes assuring that the vehicle is clean, and all vehicle operating systems are working properly.

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Maintain chain of custody:

The OTS shall ensure that the chain of custody of organs and tissues is maintained and documented appropriately.

Provide expeditious transport of organs and tissue:

The OTS shall transport all organs and tissues to the intended destination without delay and deliver them to the appropriate person or department.

Documentation:

The OTS shall complete and submit required documentation such as Trip Reports, Occurrence Reports, Daily Vehicle Checks, Code 3 Reports, and Vehicle Problem Reports in a timely fashion. The OTS shall ensure that the information in such documentation is accurate and complete.

Act Professionally:

The OTS has a duty to always act professionally, both on and off duty. Often, the public will judge all first responders by the actions of one individual; therefore, it is the duty of all team members of iCare Ambulance LLC to represent our profession and our company in a positive manner.

Assist With Lifting Patients:

The OTS shall assist with loading and unloading patients, and their belongings/equipment from fixed wing, rotor, and ambulances in a safe manner and follow company policies and procedures.

QUALIFICATION REQUIREMENTS:

Working knowledge of the functions, policies, rules, methods, and regulations of emergency operations. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum qualifications for this position are:

- Must be at least 18 years of age
- Current Colorado Driver's License
- At least two years of driving experience
- Acceptable driving and criminal history

Post-Appointment Education:

- Coaching the Emergency Vehicle Operator (CEVO)
- Skid Control
- AHA BLS For Healthcare Provider

Language Skills:

Ability to speak, read, and write fluent English and communicate effectively. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to complete patient care reports.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to assess situations, exercise sound judgment, and take appropriate action, remaining cognizant of the company's confidentiality requirement.

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Physical Demands:

The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength & Endurance:

- Lifting 50 lbs. maximum with frequent lifting and/or carrying objects weighing up to 25 lbs.
- Ability to push, pull, and maneuver medical equipment and transport containers.
- Must be able to remain alert and focused during extended driving shifts, sometimes lasting several hours or overnight.

Mobility & Agility:

- Ability to lift and load heavy coolers into and out of vehicles at various locations, including hospitals, airports, and transplant centers.
- Must be able to walk long distances through hospitals, terminals, or parking areas while carrying transport containers.
- Ability to bend, twist, squat, and kneel while loading and unloading equipment.

Dexterity & Coordination:

- Must have good hand-eye coordination for operating emergency lights, GPS systems, and communication devices while driving.
- Must be able to perform precise tasks, such as securing transport containers and operating vehicle-mounted equipment.

Sensory Requirements:

- **Vision:** Must have at least 20/40 vision in each eye with or without correction and a field of vision of at least 70 degrees in each eye. Ability to distinguish colors accurately (e.g., reading vital sign monitors, medication labels).
- **Hearing:** Must be able to hear a forced whisper from at least 5 feet (with or without hearing aids). Sufficient hearing to respond to alarms, radio communications, and patient needs.
- **Blood Pressure:** Should be below 140/90 mmHg, with or without medication.
- **Diabetes:** Must not have uncontrolled diabetes; insulin use may require an exemption.
- **Neurological Function:** No history of seizure disorders (unless seizure-free for a specific period under DOT regulations). Must have normal motor function and coordination.

Environmental & Situational Tolerance:

- Ability to drive long distances, including multi-hour and overnight transports with limited rest breaks.
- Must be able to operate vehicles in adverse weather conditions (rain, snow, ice, extreme heat/cold).
- Must be able to tolerate extended periods of sitting while driving.
- Must be comfortable working alone for long hours and maintaining focus.
- Must be able to tolerate high noise levels from aircraft engines and rotor blades.
- Exposure to hospitals, surgical suites, and pathology labs with strong odors and medical environments.
- Must be able to safely handle biohazard materials following proper protocols.

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Mental & Cognitive Demands:

- Must be able to remain calm and focused in high-pressure situations, including last-minute transport changes and urgent medical requests.
- Ability to follow strict driving regulations, time-sensitive protocols, and security procedures for organ transport.
- Ability to stay hyper-aware of surroundings in dynamic environments, including aircraft safety zones and active airfields.
- Must be able to follow strict aircraft safety protocols and coordinate with flight crews.
- Must be able to effectively communicate with dispatch, medical teams, and aviation crews while managing multiple tasks.

WORKING CONDITIONS:

The OTS operates in a variety of settings including, but not limited to, office building, hospitals, healthcare facilities, ambulances, emergency response vehicles, outdoors, and near fixed wing aircraft.

CONTINUING EDUCATION:

All members of the organization must continually strive to improve themselves personally and professionally. In addition to the required continuing education for certification, members are required to attend periodic company training. Additional training opportunities are offered, but not mandatory.

ORIENTATION:

New team members participate in our Field Training Program which occurs during the first three weeks of employment. During the Field Training Program, new members are responsible for completing a task book that contains functional tasks that must be mastered. New members complete this task book under the instruction and mentorship of a Field Training Officer. By the end of the Field Training Program, the new member must demonstrate competence in all tasks within the book. Members who are not able to show proficiency in the tasks are given one additional week to show mastery; failure to do so may result in dismissal.

During the orientation period within the first 90 days of employment, the OTS must complete the following:

- Have no disciplinary action.
- Complete the Field Training Task Book.
- Pass end of orientation test.

Upon successful completion of the orientation period, the team member will be granted status as a team member in good standing.

COMPENSATION:

Starting pay of \$20 per hour with annual increases to a maximum of \$24 per hour.

BENEFITS:

- Paid Time Off
- Vision & Dental Insurance (Paid by company)
- Health Insurance (\$300 company contribution)
- \$100,000 Life Insurance (Paid by company)
- Employee Assistance Program
- 401K with 5% company match
- Financial Wellness Tool (Paid by Company)

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iCare Ambulance, LLC is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. iCare Ambulance, LLC is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.

Employee Signature

Date Signed