



VALENCIA COUNTY JOB DESCRIPTION

The following statements are intended to describe the general nature and level of work being performed. They should not be considered an exhaustive list of all responsibilities, duties and competencies required in the position.

JOB TITLE:	EMS Specialist (Basic, Intermediate, Paramedic)
DEPARTMENT:	Fire Department
PAY STATUS:	FLSA Non-Exempt
PAY RANGE:	DOQ

JOB SUMMARY:

Protects life and property by performing emergency medical care, and public education duties. Maintains EMS equipment, apparatus, and facilities. Performs according to the NM State Scope of Practice for current licensure level.

ESSENTIAL DUTIES:

1. Performs emergency medical services to the standards and expectations of the Valencia County Fire Department.
2. Performs basic and advanced medical rescue procedures to access, stabilize and transport a patient to an appropriate medical facility.
3. Provides pre-hospital emergency medical care effectively and safely in all types of emergent conditions.
4. Duties include but are not limited to emergent and non-emergent treatment and transport of patients as assigned by the supervisor.
5. Completes appropriate patient treatment documentation as well as any other reports required by department policy.
6. Maintains and prepares vehicles and medical equipment in a manner allowing for emergency and non-emergency response.
7. Responsible for patient advocacy, interagency teamwork, and fluid verbal/written communication with other medical personnel.
8. All duties must be performed with maturity and professionalism.
9. Attends meetings, seminars and other training to stay current in position and required skill competencies (i.e. licensure status) for the position.

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NON-ESSENTIAL DUTIES

May serve on various employee committees, as required and assigned.

Minimum Qualifications

This position is subject to the Valencia County Drug and Alcohol Testing Policy which includes one or more of the following: pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing and follow-up testing.

MINIMUM QUALIFICATIONS

Education and Experience:

- A) Must possess a high school diploma or GED at date of hire.
- B) Must possess State of New Mexico EMT certification.
- C) One (1) year of experience in providing emergency medical care in a pre-hospital provider setting preferred.

EMS SPECIALIST BASIC	\$17.00
EMS SPECIALIST INTERMEDIATE	\$19.00
EMS SPECIALIST PARAMEDIC	\$ 22.00

SKILLS, KNOWLEDGE AND ABILITIES:

- Skilled in all aspects of emergency vehicle response, medical rescue and other related medical specialties including principles of the incident management systems and unified command.
- Knowledge of human anatomy and physiology, various diseases and their processes, and treatment of medical and trauma patients.
- Ability to gain knowledge of Valencia County Fire Department EMS protocols, department rules and regulations, as well as all applicable laws and ordinances.

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- Ability to gather and compile information, follow oral and written instructions, in order to prepare information for agency use.
- Ability to establish priorities for own workload based upon such factors as need for immediate action, work objectives, knowledge of future needs, etc.
- Ability to produce legible written documents with clearly organized thoughts using proper spelling, punctuation and grammar.
- Ability to effectively communicate orally and in writing. Recruitment
- Ability to establish and maintain effective working relationships with fire department staff, other city departments, health care facilities and governmental agencies, outside agencies, and the general public.

SPECIAL REQUIREMENTS:

- A) 18 years or older at the time of employment.
- B) Must possess, or be able to obtain by time of hire, a valid driver's license without record of suspension or revocation in any state for the past three (3) years.
- C) Must possess or obtain, and maintain a valid state Class E (or state equivalent) driver's license within 90 days of hire.
- D) No felony convictions or disqualifying criminal history.
- E) Must be able to read and write the English language.
- G) Maintain insurability and operate city vehicles in accordance with insurance policy.

Physical Demands & Work Environment

PHYSICAL DEMANDS

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

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- Must be able to quickly respond to ambulance, must be able to access patients in difficult terrain, weather conditions or other difficult situations such as vehicle accidents, entrapment by machinery, must be able to carry patients and equipment over rough terrain and in confined spaces.
- Must be able to perform CPR for long periods of time, procession of fine motor skills and be able to read medications on vials and syringes in a stressful environment.
- While performing the duties of this job, the employee is frequently required to use hands and fingers to handle, feel or operate objects, tools or controls and reach with hands or arms. The employee is frequently required to sit, bend or stoop, and talk or hear.
- The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, except during certain EMS activities when noise may be loud.

DISCLAIMER

The duties listed above are intended only as illustrations of the various types of work which may be performed. 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.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

PRE-EMPLOYMENT REQUIREMENTS:

- 1) Interview
- 2) Criminal record check
- 3) General employment background check
- 4) Have a good driving record to meet the County of Valencia driving requirements.
- 5) Must successfully pass a written exam, physical ability test, and an oral interview.
- 6) Must pass a medical exam and drug screen test that meets physical requirements set forth by the NFPA guidelines 1582 and the County of Valencia.

I hereby affirm that I have received a copy of the position specifications listed above; I acknowledge that it is my responsibility to familiarize myself with the duties and expectations of the position described.

Applicant: _____ Date: _____