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 (PARAMEDIC) FULL TIME**
DEPARTMENT: Fire Department
PAY STATUS: FLSA Non-Exempt
CLASSIFICATION: Classified
PAY RANGE: **DOQ**

JOB SUMMARY:

Under supervision of the fire department performs work in emergency medical services, rescue operations, and fire support, will need to maintain all licenses and certifications as required for the job; performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Certifications:
• High School Diploma/GED Certification
• Valid New Mexico driver's license Class E within thirty (30) days of employment.
• EMT-Paramedic License from the New Mexico EMS Bureau with 3 years of experience as a paramedic in a high volume EMS system
• Other license and/or certifications that may be required after hire.
• Have a good driving record to meet the County of Valencia driving requirements.
• Must successfully pass a written exam, physical ability test, and an oral interview.
• An honorable discharge from any military service, if served in the military.

JOB FUNCTIONS:

• Answers calls for service performing emergency medical services, fire support and rescues.
• Performs duties according to County and Fire Department policies and procedures.
• Responsible for developing a productive working relationship with volunteer chiefs, officers and firefighters.
• Participate in drills and training classes as assigned.
• Conduct behavior at all times in a professional manner to reflect positively on the Fire Department and the County of Valencia.
• Learn computer skills necessary to submit reports of fire and rescue calls.
• Responsible for carrying out all orders from supervisors.
• Perform ALS and BLS care to high acuity patients and low acuity patients as necessary.
• Perform as an EMS team leader during patient encounters.
• Will be required to transport patients to an appropriate hospital as necessary when partnering transport agencies are unavailable or impractical.
• Perform rehabilitation functions at medium and long duration fire events.
• Assist in the training and education of department members as assigned.

• Assist in quality assurance review of department EMS operations.
• Obtain EVO certification and operate assigned vehicles in a safe manner with due regard for the public.
• Perform routine maintenance work on county property and equipment.
• Have a good driving record to meet the County of Valencia driving requirements.
• Must successfully pass a written exam, physical agility test, and an oral interview.
• An honorable discharge from any military service, if served in the military.

WORKING CONDITIONS:

Position functions 25% in an office environment with no notable adverse environmental conditions factors and 75% outside in all types of weather conditions and varied environments involved in emergency response. Protective clothing/devices used include: hearing protection, biohazard protection (safety goggles, face mask, latex gloves). Frequent use of a personal computer requiring hand coordination, motor skills, talking, hearing and strong visual acuity sufficient to perform essential job functions. Occasional bending, stooping, kneeling, reaching above and below shoulder level and lifting EMS and fire equipment/supplies up to 100 lbs.

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 Department of Transportation 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: _____

Date of Revision: July 2024