



214 South Love Lovington, NM 88260
575.396.2884

EMS SPECIALIST

Position Description

Department:	Fire
Probationary Period:	6 months
Pay Grade:	3
Hours/week:	40 hrs per week
Type of Position:	Full-time

Reports to (title):	Shift Supervisor
Supervises:	N/A
Classification:	Non-exempt
Effective Date:	October 11, 2018
Revised Date:	October 11, 2018

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the City of Lovington are expected to conform to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent.
- Adhere to all professional and ethical behavior standards inherent to the Public Sector.
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington.
- Possess cultural awareness and sensitivity.
- Maintain a current, insurable driver's license.

POSITION PURPOSE

This position is protects provides pre-hospital medical evaluation, treatment, and transport. Skills are provided for 911 scene response in addition to interfacility transports.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Responds to calls for emergency medical services, and renders first aid
- Responds to and renders assistance in emergency cases
- Cleans and inspects equipment and apparatus after returning from a medical call
- Inspects equipment and apparatus and notifies superior officer of any defects
- Makes minor repairs to equipment and apparatus, performs routine preventative maintenance tasks, and keeps records of such action
- Keeps fire station, equipment and grounds in a clean and orderly condition
- Participates in training activities and instruction sessions
- Acquires and retains a thorough knowledge of the City, including streets, buildings, unusual hazards and related items
- Performs various public information or education tasks
- Enters emergency medical service calls into the records management systems
- Performs all work duties and activities in accordance with City policies and procedures

Position Description

- Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring.
- All department personnel are required to have a working telephone in their home with the number provided to the department. (City of Lovington Municipal Code 2.44.050(d))
- Provides excellent customer service
- Performs other duties as assigned

MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- One (1) year direct work experience
- Education:
- High School Diploma or GED
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Read, write, speak and comprehend the English language and basic arithmetic
 - Must be a licensed emt-basic, emt-intermediate, or paramedic with the state of new mexico
 - Must have and maintain class e driving endorsement
 - Possess thorough knowledge of fire department policies, rules, and regulations.
 - Thorough knowledge of the streets, buildings, and various locations in the city.
 - Knowledge of use of communication equipment
 - Possess knowledge of word processing and data entry software. (Word, Excel)
 - Ability to travel, overnight on occasion
 - Ability to work evenings, weekends, holidays and on stand by
 - Ability to work under stressful conditions
 - Ability to work standard office equipment
 - Possess high level of customer service at all times.

PREFERRED QUALIFICATIONS

- Post-Secondary work in related field
- Bilingual skills in English and the Spanish language

WORK ENVIRONMENT

Work environment: Work is performed indoors and outdoors and occasionally in confined spaces. Subject to shift work, extended shifts, call-back status, and on-call status. Possibility of exposure to physical risk, exposure to all environmental conditions. The noise level in the work environment is usually moderate to loud occasionally.

Physical demands: While performing the duties of this job the employee is regularly required to: walk, sit, use hands and fingers, reach with hands and arms, talk and hear. May be required to stand for long periods. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds or more often upstairs. This position must comply with physical fitness standards as set forth by the Department and State and National regulations. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

EMS SPECIALIST

Position Description

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

REVIEWED BY		TITLE	
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

ACKNOWLEDGMENT

I have reviewed the content of the **EMS SPECIALIST** Position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date