

# City of Rio Communities FIREFIGHTER/EMS-EMT BASIC

## *Position Description*

<b>Department:</b>	Fire Department	<b>Reports to (title):</b>	Fire Chief
<b>Job Code:</b>	n/a	<b>Supervises:</b>	None
<b>Pay Rate:</b>	Depending on Experience	<b>Classification:</b>	Non-Exempt
<b>Hours/week:</b>	40 hours/week	<b>Effective Date:</b>	June 15, 2021
<b>Position:</b>	Full-time	<b>Revised Date:</b>	n/a

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Rio Communities 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 Rio Communities.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.

### POSITION PURPOSE

The purpose of this position is to perform a variety of working level emergency medical response duties as needed to deliver at the-scene medical care and basic life support (BLS) services. Operates ambulance to provide emergency medical transport.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

The list of duties in this job description are not intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties

- Responds to fire and emergency medical calls; utilizes radio communications and "10-codes" to receive and transmit communications; operates ambulance under emergency conditions and normal conditions to transport accident victims and emergency medical patients to health care facilities, hospitals or other institutions.
- Performs firefighting duties equivalent to a Fire Fighter I level of certification.
- Evaluates patient's condition and/or injuries and accident scenes and/or medical emergencies and administers aid as per protocol; monitors patient's vital signs and provides basic life support until transported to hospital.
- Operates resuscitation and suction devices during cardiopulmonary resuscitation; applies CPAP, applies vacuum splints, cervical collars, backboards, and various other medical devices used to immobilize patients during transport and extrication.
- Applies bandages and dressing on soft tissue injuries as needed to stop bleeding; applies pneumatic anti-shock pants on patients as per protocol to maintain profusion of patient's vital signs; lifts and carries patients from scene to ambulance

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according to established procedures; performs various basic lifesaving procedures such as pulse oximetry, cardiac monitoring, blood glucometry, oxygen administration, ventilator applications, splinting, oropharyngeal and nasopharyngeal airway placement, combi tube placement, king airway placement, semi-automatic defibrillation, oral glucose administration, and approved chemical/medication administrations, intranasal drug administration, nebulized medication administration. etc.; assists with emergency childbirth.

- Performs preventative maintenance on assigned ambulance; performs daily inspection; cleans exterior and interior of vehicle; assures emergency medical, rescue, and/or fire apparatus is properly stocked with necessary supplies; appraises supervisor as needed to purchase replacement materials or schedule complex repairs. Performs related duties as required.

### MINIMUM MANDATORY QUALIFICATIONS

Education and Experience:

A. Graduation from High School or equivalent; plus New Mexico State Licensed EMT-Basic and IFSAC Fire I Certification

AND

B. One (1) year of emergency medical experience as a trainee or first responder

OR

C. An equivalent combination of education and experience.

Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- Read, write, speak and comprehend the English language. Must possess a valid New Mexico State Driver's License.
- Must be CPR certified.
- Emergency Vehicle Operator (EVO) Certification may be required.
- Must be able to pass a fit for duty and drug test prior to employment.
- Must be willing to participate in random drug screening.
- Must maintain a high level of customer service at all times.
- Some knowledge of first-aid and emergency medical techniques and procedures; interpersonal communication skills; emergency vehicle operation; various medical procedures necessary to sustain and prolong life in the absence of a medical doctor; medical terminology; various effects of medications or the lack of the same leading to life threatening conditions.
- Ability to follow detailed verbal or written work instructions; work in dangerous emergency situations; perform strenuous physical labor; communicate effectively, verbally and in writing; assimilate modern fire prevention and fire-fighting skills; perform under extreme weather conditions; work on call and on shift work; develop effective working relationships with supervisors, fellow employees, and the public.

### PREFERRED QUALIFICATIONS

- Bilingual skills in English and the Spanish language

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### WORK ENVIRONMENT

- Work environment: Incumbent of the position performs in a typical office and field setting. Tasks require a variety of physical activities that may or may not generally involve muscular strain, such as walking, standing, stooping, sitting, lifting, reaching, talking, hearing, and seeing that is typical for EMT Basic and Firefighter-I work. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving.
- 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 50 pounds or more. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.
- 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.*

### ACKNOWLEDGMENT

I \_\_\_\_\_ (print name here) have reviewed the content of the **EMS.EMT BASIC** 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:

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\_\_\_\_\_ *Employee (signature)*

\_\_\_\_\_ *Date*