



CLASS SPECIFICATION

Class Code: 18750
Date Est: 02/2019
Last Rev: 07/2023
Last Title Chg:
FLSA: Non-exempt
Probation: 12 Months

EMS COORDINATOR

DEFINITION

Under general supervision of the Division Chief- EMS, the EMS Coordinator plans, organizes and assists in the continuing development of the District's Advanced Life Support (ALS) program, and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Graduation from high school or equivalent education and five years providing Advanced Life Support Care; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

Required at the time of application:

- Completion of paramedic training and possession of current certification as a paramedic at time of application.
- Current State of Nevada EMS Instructor certification or equivalent.

Required at the time of appointment:

- A valid driver's license is required at the time of appointment.
- Current CPR, ACLS, ITLS and PALS certifications at time of appointment.

Required at the time specified below:

- Must be certified by the National Registry of Emergency Medical Technicians as a Paramedic (NREMT/P) or obtain Paramedic certification in the State of Nevada within 60 days of appointment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Assist the EMS Division Chief with continuing Emergency medical training, development and delivery.

Quality Assurance / Quality Improvement (QA/QI) oversight and assisting in EMS protocol and procedure development.

Represents the District in required meetings.

Assist with record keeping and Patient Care Reporting and data submissions to required agencies.

May respond to medical emergencies within the District.

Perform as a State of Nevada certified paramedic.

Assist with public record and protected health information requests.

Provide additional oversight of District EMS supplies and supply ordering procedures.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Policies and procedures of the Truckee Meadows Fire Protection District.

Current trends in medical and trauma care as it relates to the prehospital field.

Washoe County Regional Emergency Medical Service Protocols and Mass Casualty Incident (MCI) Plans.

Principles of adult learning and effective training delivery methods.

Computerized learning management systems (LMS).

Geography of the district, including major streets and landmarks.

Invasive and non-invasive therapy; drug therapy as allowed by EMT Paramedic certification.

Advanced emergency medical procedures and in patient assessment techniques.

Specialized patient monitoring devices and life support systems such as heart monitor/defibrillator, external pacing devices, and pulse oximeters.

Ability to:

Frequently communicate with employees and other personnel to exchange accurate information.

Provide emergency medical treatment to sick and injured persons.

Learn and utilize District software.

Plan, organize, and prioritize daily activities.

Read and comprehend laws, regulations, policies, and procedures.

Maintain records and prepare reports in a computerized environment.

Understand basic arithmetic elements using whole numbers, decimals, percentages, and fractions.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with departmental personnel, other public safety agencies, the public, and others contacted in the course of work.

Exercise emotional control and work under stressful situations.

Work independently in the absence of direct supervision.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

All licenses and certifications required to be kept current and maintained for continued employment.

The work environment is generally within an office/administrative setting using computers and other office productivity machinery; with some time spent in field or onsite training. Ability to move or traverse uneven terrain when conducting outdoor training. Ability to position self appropriately when demonstrating or observing emergency medical techniques. Corrected hearing and vision to normal range.

Positions are required to work varied shifts, possibly including evenings, weekends, and holidays.

Applicants will be required to undergo a background investigation prior to being considered for employment.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.