

**TOWN OF GILBERT
CLASS SPECIFICATION
EMS Specialist**

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Non-Sworn Public Safety	B23	Non-Exempt

CLASS SUMMARY:

This class is a stand-alone class in the Non-Sworn Public Safety series. Incumbents perform emergency medical education and training support and are responsible for preparing educational presentations; facilitating classroom education; reviewing equipment utilized in fire service; and, providing internal customer service.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

PERCENT OF TIME

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Develops and prepares Emergency Medical Services (EMS) education and training materials. Reviews training needs, researches training methods and resource materials and prepares presentations, ensuring that training is in compliance with policies and safety standards.	Daily 30%
Schedules classes and coordinates training programs. Provides education and training and teaches in a classroom setting. Mentors paramedic students and new recruits.	Monthly 20%
Evaluates EMS training programs and reviews documentation of EMS skills of staff. Provides program review and follow up calls for quality assurance and program effectiveness. Recommends and implements enhancements.	Monthly 15%
Reviews and prepares reports, charts, graphs and documents. Assists in maintaining staff certifications and provides computer assistance to department. Maintains department files and documentation.	Monthly 10%
Serves as a liaison between departments and outside agencies and represents the department with state governing agencies. Inspects and maintains equipment and supplies related to EMS programs and training. Assists in budget preparation activities.	Monthly 10%
Performs other duties of a similar nature and level as assigned.	As Required

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TRAINING AND EXPERIENCE:

Associate's Degree and 5 years of experience as a Paramedic or Life Support Instructor; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- Valid Arizona Driver's License
- Valid Arizona Paramedic Certification
- Valid American Heart Association (or equivalent) Instructor Certifications in:
 - Advanced Cardiac Life Support (ACLS)
 - Pediatric Advanced Life Support (PALS)
 - Basic Life Support (BLS)

KNOWLEDGE OF:

- EMS training equipment methods;
- EMS educational concepts;
- Public safety principles;
- Training methods and program evaluation;
- Modern office equipment.

SKILLS IN:

- Speaking in public speaking;
- Maintaining organization;
- Developing and implementing training programs;
- Utilizing a computer and relevant software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: balancing, reaching, standing, walking, lifting, fingering, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to operating a motor vehicle, fumes, odors, dusts, gases, poor ventilation, extreme temperatures, and intense noises.

WORKING TITLES WITHIN CLASS SPECIFICATION:

EMS Specialist – B23

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

Draft prepared by Fox Lawson & Associates LLC (BS)

Date: (10/12)

Draft finalized by Gilbert Human Resources (TT)

Date: (05/13)