



City of Tempe

EMERGENCY MEDICAL SERVICES COORDINATOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	311	<i>Department:</i>	Fire
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Emergency Medical Services Coordinator
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes

Click [here](#) for more job classification information including current salary range

REPORTING RELATIONSHIPS

Receives general direction from the Fire Deputy Chief or from supervisory or management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two (2) years of experience in the medical field, including one (1) year of experience in one of the following fields: Emergency Room Nurse, Pre-hospital Flight Nurse, Pre-hospital Manager/Coordinator, Fire Department Emergency Medical Services (EMS) Coordinator, EMS Educator, Paramedic Program Coordinator, or prehospital acute care provider.
<i>Education:</i>	Equivalent to an associate degree from an accredited college or university with major course work in Nursing, Emergency Medical Services, Paramedicine or degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Registered Nurse licensed to practice in the State of Arizona at time of job offer OR possession of a current Arizona Emergency Paramedic or National Registry Paramedic certification at time of application. ● Possession of, or required to obtain within one (1) year of hire, an instructor certificate in the following areas: <ul style="list-style-type: none"> - Basic Life Support (BLS) - Advanced Cardiac Life Support (ACLS) - Pediatric Advanced Life Support (PALS) - Cardiopulmonary Resuscitation (CPR) ● Possession of a valid driver’s license.
<i>Additional:</i>	Must not be on the Office of Inspector General (OIG) list of Excluded Individuals/Entities (LEIE).

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To analyze, plan, design, implement, and administer EMS programs as well as other department and community-oriented programs, including Advanced Life Support (ALS), BLS, immunizations, Continuous Quality Improvement (CQI)/problem resolution, EMS certification, and other education and improvement programs.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Evaluate EMS data; identify methods of effective emergency medical care; identify methods to correct complex medical issues and patient care delivery situations; design quality assurance programs to measure program outcome and effectiveness; and develop SOP's, educational and operational programs, and make other medical recommendations.
- Conduct research and analysis of current and future EMS issues and trends to ensure the Fire Department's medical services reflect the most current technology and service delivery alternatives.
- Recommend and assist the Fire Deputy Chief assigned to EMS in the implementation of goals and objectives for EMS programs, projects and systems; establish schedules and methods for EMS operations; assist in the implementation of policies, procedures, programs, methods and systems as appropriate.
- Serve as a liaison between the Fire Department and hospitals, medical direction authorities, ambulance supervisors, and other outside agencies regarding EMS activities, procedures, and policies.
- Conduct EMS training activities and classroom instruction sessions including BLS, ACLS, PALS, CPR, and/or Emergency Medical Technician (EMT) programs.
- Communicate with Fire personnel, citizens, and other customers in identifying and resolving EMS issues.
- Assist in the preparation of comprehensive EMS budget documents; assist in the preparation and administration of the EMS annual budget; prepare cost estimates for EMS budget recommendations and submit justifications for EMS budget items; and monitor EMS budget expenditures and assist in the budget control.
- Prepare and staff public information displays, health fairs, and other related events.
- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn

Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ: Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective February 2001</i> <i>Revised December 2015 (Update min quals and job duties)</i> <i>Revised May 2023 (Update min quals, job duties, requires a physical and is safety sensitive)</i> <i>Revised August 2023 (Update min quals (license/certification section)</i> <i>Revised May 2024 (add'l requirements, "Must not be on the Office of Inspector General list of Excluded Individuals/Entities")</i></p>

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Emergency Medical Services Coordinator

Job Code: 311

	Never	Occas.	Freq.	Contin.
ENDURANCE / ENVIRONMENT / MOVEMENT	0% of time	1-35% of time	36-65% of time	66-100% of time
Sit				X
Stationary / Stand		X		
Move / Traverse		X		
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*	X			
Respirator*	X			
Airborne Chemical Exposure	X			
Airborne Biological Exposure	X			
Computer Software				X
Physically handling of chemicals	X			
Indoors				X
Outdoors		X		
Around, in or on water	X			
Extreme Heat		X		
Extreme Cold		X		
Office Setting				X
Confined Spaces	X			
Excessive Noise**	X			
Heights	X			
Sewage Exposure	X			
Bodily Fluid or bloodborne pathogen exposure	X			
Bend / Stoop / Twist		X		
Crouch / Squat		X		
Kneel / Crawl		X		
Above Shoulder Level		X		
Below Shoulder Level		X		
Repetitive Arm Use		X		
Repetitive Wrist Use		X		
Repetitive Hand Use		X		
Climb Stairs / Ladders	X			
Neck Range of Motion	X			
Traverse Uneven Surface	X			
Traverse Even Surface		X		

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)		X
Color (ability to identify and distinguish colors)		X
Depth Perception (three-dimensional vision, ability to judge distances and		X
Peripheral (ability to observe an area that can be seen up and down or to the		X
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	

Maximum LIFT / CARRY	Lift	Carry	Maximum PUSH / PULL	Push	Pull
5-25lbs			5-25lbs		
26-50lbs	X	X	26-50lbs	X	X
51-75lbs			51-75lbs		
76-100lbs			76-100lbs		

ADDITIONAL CONSIDERATIONS:

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: Tyvek coveralls, hard hats, fall protection harness etc.
Excessive Noise exists when you raise your voice to communicate with someone who is 3 ft away.
Respirators: 1/2 face or full-face cartridge.
Hepatitis A and Hepatitis B vaccinations are offered to employees in the OSHA bloodborne pathogens

***Hearing test is required*