



*Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT*

**POSITION: EMS Coordinator**  
Redmond Fire & Rescue

This is a full-time, non-represented position; excellent benefit packet when eligible.

*Duties include but are not limited to:*

Organize and manage numerous components of the EMS delivery system of Redmond Fire & Rescue. This will include but is not limited to training, coordination, oversight, and personnel supervision. Provide a high level of leadership and professionalism as the EMS representative of Redmond Fire & Rescue.

**MONTHLY SALARY GRADE:**  
**Exempt Grade 19: 4491-5521**

**MINIMUM QUALIFICATIONS:**

State of Oregon EMT Paramedic. Will consider candidate trained as a Physicians Assistant, Nurse Practitioner, or Registered Nurse in place of an EMT-Paramedic

NFPA Instructor II or equivalent experience (May be obtained during first 24 months of employment)

Five years clinical based experience as a Paramedic, RN, or PA.

**Special Requirements/Licenses:**

Possession of, or required to obtain a valid Oregon drivers' license within 30 days of hire. Must have a safe driving record.

**Desirable Requirements:**

Associate or Bachelors Degree in related field; ACLS, PHTLS, BLS, PALS Instructor Certifications; Proven proficiency as an instructor in all aspects of EMS; Related management level experience.

**HOW TO APPLY:**

***Request application packet from:***

Oregon Employment Dept, Redmond Office  
Phone: (541) 548-8196 x324  
2158 SE College Loop, Suite B  
Fax: (541)548-6379  
Redmond, OR 97756  
Email: Charlene.V.Miller@state.or.us

**CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST** (indicating why you want to be considered for this position) must all be received by the above Employment Office **no later than 5:00 PM, Monday, August 13, 2007**. Faxes are acceptable if received by the deadline and are complete.

*Only those applicants who are selected to participate in the interview process will be notified.*

**Final candidate(s) selected for a position will be required to pass a drug screening and a thorough criminal history investigation.**

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City. Persons having questions about equal opportunity and nondiscrimination should contact the Recruitment Director (Sharon Harris) in the Human Resources department at (541) 923-7738.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Sharon Harris at (541) 923-7738, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

Equal Opportunity / Affirmative Action Employer  
Drug Free Workplace

**This announcement is not an implied contract and may be modified or revoked without notice.**



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## **CITY OF REDMOND**

## **POSITION DESCRIPTION**

**POSITION TITLE:** EMS Coordinator  
**CLASSIFICATION:** Battalion Chief  
**DEPARTMENT:** Fire  
**FLSA STATUS:** Exempt  
**SALARY GRADE:** Salary Grade 19  
**EMPLOYEE GROUP:** Non-Represented

### **POSITION DESCRIPTION:**

Organize and manage numerous components of the EMS delivery system of Redmond Fire & Rescue. This will include but is not limited to training, coordination, oversight, and personnel supervision. Provide a high level of leadership and professionalism as the EMS representative of Redmond Fire & Rescue.

### **ESSENTIAL JOB FUNCTIONS**

Coordinate and manage EMS training programs for the department. Develop, update, and implement performance standards for the evaluation of EMS personnel. Lead and/ or coordinate department EMS training strategy. Perform EMS instruction to department personnel as needed.

Supervise, train, and evaluate emergency medical technicians in their EMS activities. Ensure compliance with all state and federal regulations pertaining to EMT training, and re-certifications

Design, implement, and maintain an EMS Quality Assurance and Improvement Program. Work with medical director/supervising physician to develop and update treatment protocols. Participate in field observation of EMS calls as needed.

Serve as Infection Control Officer for the department and technical advisor to other City departments and agencies regarding communicable disease policies and worker exposure.

Serve as departments HIPPA compliance officer.

Develop and maintain relationships with state and local EMS agencies, hospitals, health departments, other City departments, and other agencies involved with EMS issues and concerns.

Attend and become an active member of the regional A.T.A.B. and ECEMS groups.

Ensure Redmond Fire & Rescue is practicing the most up-to-date emergency medicine using the best equipment available to the organization.

Direct the medical standard of care and level of clinical sophistication within the EMS program responding to and acting as the liaison between the Medical Director and the department.

Supervise and manage the FTEP program when needed.

Maintain in good order up to date records on all department EMT's and Paramedics. Records may include training, infection control, recertification and other record keeping as required by regulating agencies.

Stay abreast of the latest developments in the area of EMS training, protocols, and equipment.

Develop and maintain strong relationships with community members and groups as a representative of Redmond Fire & Rescue.

Perform other duties as prescribed by the Fire Chief.

Develop a strong understanding of the departments Vision statement, Mission statement, Values and Expectations.

**MINIMUM JOB QUALIFICATIONS:**

State of Oregon EMT Paramedic. Will consider candidate trained as a Physicians Assistant, Nurse Practitioner, or Registered Nurse in place of an EMT-Paramedic

NFPA Instructor II or equivalent experience (May be obtained during first 24 months of employment)

Five years clinical based experience as a Paramedic, RN, or PA.

**Special Requirements/Licenses:**

Possession of, or required to obtain a valid Oregon drivers' license within 30 days of hire. Must have a safe driving record.

**Desirable Requirements:**

Associate or Bachelors Degree in related field.

ACLS, PHTLS, BLS, PALS Instructor Certifications

Proven proficiency as an instructor in all aspects of EMS

Related management level experience

**SUPERVISION RECEIVED:**

Work is performed under the general guidance and direction of the Division Chief who holds the employee accountable for achieving department goals and objectives

**SUPERVISORY RESPONSIBILITIES:**

Supervises, trains, and coordinates Firefighter/Paramedic's and other department staff in relationship to the EMS programs.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk and hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb and balance; stoop, kneel, crouch, or crawl; and taste and smell. Hand-eye coordination is necessary to operate drawing instruments, computers and various pieces of office equipment.

The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**TOOLS AND EQUIPMENT USED:**

Fire apparatus, fire hydrants, fire hose, fire pumps, aerial devices and use of computer, including word processing, data base and Internet; calculator, telephone, two-way radio, pagers, copy machine and fax machine. This position requires use of City vehicles and technical emergency response equipment.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Work is performed in office, vehicle and outdoor settings in all weather conditions, including temperature extremes, during day and night hours. Work is sometimes performed at emergencies, under stressful conditions. The employee may be exposed to hazards associated with fighting fires and rendering emergency medical assistance during emergencies involving smoke, noxious odors and hazardous material

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts, is placed in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and may work with toxic or caustic chemicals. May be placed in an environment where there is a risk of electrical shock, and may experience vibration. The employee may also be placed in high heat environments. Will also work in a station office environment.

The noise level in the office environment is quiet and usually moderate in the field environment. Except during certain firefighting or rescue activities when noise levels may be high.

Employees in this position are required to work in areas or around equipment which may meet or exceed the OSHA Hearing Conservation sound level. Employees in this position will participate in the City of Redmond Hearing Conservation Program.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

*Tim Moor*  
Fire Chief

*July 1, 2007*  
Date

*Sharon Harris*  
Human Resources Director

**Adopted: July 1, 2007**