



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0078
EMERGENCY MANAGEMENT
EMT-BASIC/FR/EM AID

Position Title:	EMT- Basic, First Responder, Emergency Manager Aid	Pay Level:	\$14.07 – \$21.11
Position Open Date:	10/24/2023 – Until Filled	Department:	Emergency Management
Position Status:	Full-Time	Classification:	Exempt
Supervisor:	Director Emergency Management	Location:	EMS

POSITION SUMMARY:

Responsible for providing emergency medical care services to the community, and assistance to Emergency Managers in Emergency Management Programming.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbents may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High School Diploma or General Equivalency Diploma (GED); AND satisfactory completion of formal coursework as an EMT; AND one (1) year of EMS experience.

REQUIRED CERTIFICATES, LICENSES TRAINING, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
Valid New Mexico licensure as an EMT-Basic
Valid CPR & First Aid certifications

MEDICAL REQUIREMENTS:

Medical Examiner's certification & medical long form

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to work in a typical office setting and use standard office equipment; stamina and agility to perform emergency medical duties; strength and agility to lift and carry up to 50 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

Work is subject to performance under exposure to adverse environmental conditions, bodily fluids, biohazards, gases, noxious odors, noise, and traffic conditions.

ESSENTIAL FUNCTIONS:

- Performs necessary basic life support on sick, injured, or convalescent persons at the sites of emergencies or en route to hospitals or medical facilities.
- Records event information including patient condition, history, treatments, vital signs, and scene observations.
- Observe established basic and advanced medical protocols.
- Supplies patient information to physicians via radio transmission or direct contact.
- Maintains a daily log of responses.
- Maintains inventories of equipment and supplies.
- Operates emergency vehicles en route to emergencies and during patient transport to the hospital.
- Performs equipment maintenance and inspection.
- Performs household duties at the station.
- Participates in drills and attends regular classes.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Collaboration with all POJ Programs/Departments for planning activities in Emergency Preparedness as needed to assist Emergency Manager.
- CRI Program familiarization and how the CRI framework functions.
- Works with Sandoval County District 6 and Professional staff for fire response and protection within District 6 and POJ Boundaries.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Symptoms of medical emergencies and of appropriate responses to such conditions.
- Basic mechanical tools, principles, use, and limitations.
- Arithmetic computations and formulas.
- Basic emergency medical procedures and patient assessment techniques.
- Use, operation, and management of applicable equipment.
- Applicable safety codes and regulations.
- Computer applications related to the work.
- Firefighting principles, response principles, vehicle inspection and maintenance.
- Emergency Management ICS 100, 200, 700, 800.
- Records management principles and practices.
- Techniques for dealing with various individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.

Skill in:

- Evaluating patient's conditions and properly rendering appropriate emergency medical care including administration of emergency medications.
- Safe and effective operation of emergency vehicles.
- Respond quickly and effectively in emergency situations.
- Communicate effectively, orally and in writing.
- Performing inspections of equipment.
- Following safety practices and procedures.
- Dealing successfully with various individuals from various socioeconomic, ethnic, and cultural backgrounds.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024