



Job Title	EMS Field Specialist	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	6	Job Code	16071

Class Specification – EMS Field Specialist

Summary Statement:	
<p>The purpose of this position is to assist with the coordination and delivery of activities related to medical training and certification of all Colorado Springs Fire Department (CSFD) Emergency Medical Technician (EMT) and paramedic certification holders to ensure compliance with all applicable federal, state, and local codes, laws, ordinances, and requirements; perform a variety of technical duties in support of assigned area of medical training; and assist with medical quality assurance in conjunction with the Fire Medical Program Coordinator.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
30%	Develops curriculum to meet specific objectives, address recognized trends, or to introduce new equipment, procedures, medications, or protocols. Coordinates and schedules the delivery of medical training. Recommends and assists in the implementation of Medical Division training goals and objectives. Monitors medical training program performance; evaluates program effectiveness and recommends and implements modifications as needed. Maintains frequent communication with other Medical Division staff including field medical lieutenants and the quality assurance coordinator in order to share and acquire information related to medical training needs and effectiveness.
10%	Identifies and addresses concerns of CSFD personnel with regard to Medical Division objectives; develops recommendations for training based upon inquiries received from operations personnel. Interfaces with EMS stakeholders on training issues as needed, including hospitals, physicians, and ambulance service counterparts. Coordinates periodic evaluation of EMTs and Paramedics by the CSFD Medical Director, including scheduling and developing evaluation content.
20%	Maintains medical training equipment and supplies as needed, and makes recommendations for new equipment based on research. Maintains awareness of new



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	developments, trends, programs, and equipment in EMS, and make recommendations to the Medical Captain. Researches and identifies new equipment and practices in EMS, and presents this information for review and implementation. Develops plans for field trials and review process, and presents findings and recommendations to medical director, CSFD Medical Division Staff, the coroner's office, and any other stakeholder as necessary. May assist with medical quality assurance.
40%	Develops and provides classes as appropriate for renewing all required medical certifications for CSFD personnel. Maintains continuing education (CE) hour's system and assists with development of training programs that ensure CSFD EMTs and Paramedics are provided with necessary CE hours in all required specialties. Coordinates and provides initial EMT training and certification for CSFD training academy as necessary, in cooperation with affiliated hospital or educational facility EMT program; and evaluates EMT's and paramedics while responding to calls for service.

Competencies Required:	
Human Collaboration Skills:	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Reading:	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math:	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Writing:	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:	
Skilled in a Technical Field:	Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in nursing, emergency medical services, fire science, or related field.

Experience: Two years of full-time EMS training curriculum instruction and three years of experience as a Paramedic.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Colorado Driver’s License	Upon hire
Colorado State Paramedic Certification	Upon hire
ICS 100	Within 12 months of start date
ICS 200	Within 12 months of start date
ICS 700	Within 12 months of start date
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:

Position has no responsibility for the direction or supervision of others.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title has no budgetary responsibility.



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Physical Demands:
 Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Seasonally
Noise and Vibrations	Several Times per Month
Physical Hazards	Seasonally
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Ophthalmoscope, otoscope, 12-lead cardiac monitor, specialized emergency medical equipment (laryngoscope, emergent airway devices, IV equipment, splinting equipment, etc.) medical training mannequins, medical response kits, and oxygen delivery equipment, standards office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: June 2015