

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS04720399

DATE POSTED: 12/24/20

POSITION NO: 947929

CLOSING DATE: 01/25/21

POSITION TITLE: EMT Supervisor

DEPARTMENT NAME / WORKSITE: DPS/Emergency Medical Services/Crownpoint, NM

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BJ64A

WORK HOURS: 8AM-5PM PART TIME: NO. OF HRS./WK.: _____ \$ 43,910.64 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 21.03 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Must be available on a 24 hour/day/week basis. Will be subject to callback or standby duty. Will provide direct management/supervision over a staff of eleven (11) or twelve (12). Will be responsible for the care and maintenance of ambulance units. Must be able to plan, coordinate, direct, organize and control the activities of a Emergency Medical Service "Service Base" to which assigned. Must be able to travel or take assignments on moments notice. Must be able to teach or talk to citizens, schools or individuals about the services of Emergency Medical Service.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and four (4) years experience as an Emergency Medical Technician Basic, Intermediate or Paramedic, one (1) year of which must have been managing and/or training Emergency Medical Technicians, Paramedics or related programs.

Special Requirements:

- A favorable background investigation.
- Possess a current Emergency Medical Technician Basic, EMT Intermediate or Paramedic License, a valid state drivers license, and a current Cardiopulmonary resuscitation (CPR) Health Care Provider certificate.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Must be familiar with Hospital or Clinic Systems; filing, typing, recordkeeping, some computer knowledge and standard office practice.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.