



City of Pueblo • Human Resources • PO Box 1427 • Pueblo CO 81002
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KNOWLEDGE, SKILLS AND ABILITIES CHECKLIST

CLASS TITLE: EMERGENCY MEDICAL OFFICER

Form Instructions:

1. List the Knowledge, Skills and Abilities (KSAs) from the most recent version of the Job Description.
2. The KSAs are important to successful job performance. These must be evaluated in terms of overall degree of importance and percent of time such KSAs are used in accomplishing essential job functions.
3. Use the following criteria to represent the Degree of Importance:
 - a. MINOR - The skill area is used 5% or less of the time.
 - b. MODERATE – The skill area is used between 6-14% of the time.
 - c. MAJOR – The skill area is used 15% or more of the time.
 - d. ALWAYS – The skill area is used to successfully perform all or nearly all aspects of the position.
4. KSAs containing asterisks (***) may be subject to testing through the Civil Service Commission.

Knowledge, Skills and Abilities (KSA) Essential to perform this job	Degree of Importance
Requires the knowledge, skill, and ability to successfully perform the essential functions of the Firefighter classification.	ALWAYS
Must have the knowledge of Fire Department emergency procedures and non-emergency functions.	MAJOR
Knowledge of and ability to apply emergency medical procedures, including advanced techniques and procedures required to stabilize, maintain, and/or restore basic life functions commensurate with their level of certification.	ALWAYS
Knowledge of proper inspection and maintenance procedures for all medical, rescue and fire related equipment.	MAJOR
Knowledge of city streets and geography.	MODERATE
Knowledge of State traffic laws and regulations and state statutes governing operation of emergency vehicles, including ability to perform requirements of current edition of NFPA 1002, Fire Apparatus Driver/Operator.	MAJOR
The safe and lawful operation of a motor vehicle in all weather conditions.	ALWAYS
Ability to successfully use and operate motorized and non-motorized equipment and apparatus.	ALWAYS
Ability to maneuver and safely operate all types of fire apparatus routinely and under emergency situations.	ALWAYS
Knowledge of Federal, state, and local laws, statutes, and ordinances, policies and procedures relating to fire prevention, inspection, and suppression including working knowledge of Uniform Fire Codes and Ordinances.	MODERATE

Must maintain a strong working knowledge of the Pueblo County Prehospital Practice Guidelines commensurate with their level of certification.	ALWAYS
Skills and ability to work as a team and to work with the public.	ALWAYS
Ability to assume command at the scene of emergencies.	MAJOR
Good oral and written communication skills.	ALWAYS
Ability and skill to interpret and follow a variety of instructions furnished in written, oral, or diagram form.	MAJOR
Must stay current on all required classes.	ALWAYS
Must be able to perform all job duties in a safe manner.	ALWAYS

In my judgment, the knowledge, skills, and abilities shown on this checklist reasonably match the knowledge, skills, and abilities of this position.

Director Name: Shawn Shelton Title: Fire Chief

Signature:  Date: Nov 6, 2017

HR Representative: Shelly Carrillo Title: HR Analyst

Signature:  Date: 11/6/2017