



City of Fairfield EMS Coordinator

SALARY	\$48.83 - \$59.35 Hourly \$3,906.15 - \$4,747.92 Biweekly \$8,463.33 - \$10,287.17 Monthly \$101,560.00 - \$123,446.00 Annually	LOCATION	Fairfield, CA
JOB TYPE	Full-Time	JOB NUMBER	2026-00081
DEPARTMENT	FIRE	OPENING DATE	10/21/2026
CLOSING DATE	11/12/2026 5:00 PM Pacific	FLSA	Exempt
BARGAINING UNIT	FGMA		

Description



The City of Fairfield is seeking a dedicated and dynamic professional to serve as our **EMS Coordinator**. In this pivotal role, you will oversee, evaluate, and enhance the emergency medical services delivered across our community, ensuring high-quality pre-hospital care and seamless coordination between fire department personnel, regional emergency medical agencies, and local healthcare providers. If you are a collaborative leader with a strong background in EMS administration, quality assurance, and clinical training, we invite you to help shape the future of public safety and life-saving care in Fairfield and Solano County. Funding for this the position is based on the City of Fairfield's award and retention of the Solano County Exclusive Operating Area (EOA) Contract for Emergency Ambulance Transport Services. Initial contract term is expected to be a five-year period.

WORKING CONDITIONS

Work is performed in an office setting, fire station, classroom, and/or in an outdoor environment in various types of weather; with frequent interruptions, deadlines, complaints, and peak workload periods. Position may require working occasional nights and weekends.

Incumbents may be exposed to noise, moisture, dust, vibrations, heat and cold. Basic cleaning of facilities may include exposure to cleaning agents. The position may require the incumbent to occasionally be on fire scenes. Work may take

place and require travel in a vehicle to and from off-site indoor and outdoor locations both in the City and outside of the City.

PHYSICAL DEMANDS

Work requires prolonged sitting, standing and physical exertion to manually move, lift, or carry EMS supplies, equipment, and training aids. Work may include exposure to noise, varying degrees of weather, reaching, kneeling, bending and walking. Manual dexterity, clear speech, visual and hearing acuity are required. The ability to actively participate in hands-on training related to EMS is required.

SUPERVISION RECEIVED AND EXERCISED

Reports to the Chief Officer in charge of the EMS Division.

Minimum Qualifications

Experience:

Required: Five (5) years full-time experience delivering prehospital advanced life support or emergency medical services as a registered nurse or paramedic with an agency or employer responsible for the delivery of prehospital advanced life support.

Desirable: Experience with Continuous Quality Improvement (CQI) programs and continuing education programs.

Education:

Required: Equivalent to completion of the twelfth grade.

Desirable: A bachelor's degree in public or business administration, communication, nursing (BSN), or another field related to the duties of the position is highly desirable.

Licenses & Certificates:

Unless otherwise noted, the following licenses and certificates are required by the time of appointment and must be maintained throughout employment.

- Possession of, and the ability to maintain, a valid California Class C Driver's License is **required**.
- Possession of either a current California Paramedic license or a current California Registered Nurse license is **required by the time of appointment**.
 - Qualified applicants holding a current National Registry Paramedic (NRP) certification, a current paramedic license issued by another state, or a current registered nurse license issued by another state may participate in the recruitment process, provided the applicable California license is obtained by the time of appointment.
 - Incumbents appointed through the paramedic pathway must obtain and maintain Solano County EMS Agency accreditation within the timeframe established by the Department following appointment.
- Advanced Cardiac Life Support (ACLS) is **required**
- Pediatric Advanced Life Support (PALS) or equivalent is **required**
- Pre-hospital Trauma Life Support (PHTLS) or equivalent is **required**
- CPR (AHA BLS provider or equivalent) is **required**

Examples of Duties

Duties may include, but are not limited to, the following:

- Manage and coordinate the Peer Review/Continuous Quality Improvement (CQI) program.
- Review Patient Care Reports as part of the Continuous Quality Improvement (CQI) program for completeness, compliance with state, local, and departmental requirements, and appropriateness of medical treatment and care

in accordance with LEMSA policies and protocols. Provide professional and technical guidance to the CQI Committee.

- Exercise confidentiality of medical and other privileged information.
- Interact with sworn fire personnel to counsel, correct, and educate paramedics and EMTs on EMS system operations, policies, protocols, and related subject-matter areas.
- Ensure paramedics and EMTs maintain certifications, licenses, and accreditations and perform required patient care benchmark skills.
- Assist in developing pertinent policies and procedures.
- Serve as the primary point of contact for partner fire and EMS agencies regarding concerns or complaints related to the City of Fairfield's ambulance service delivery within Solano County.
- Function as a liaison for the Department with other providers, hospitals, and Solano EMS.
- Serve as a Designated Infection Control Officer (DICO).
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations, equipment, materials, supplies, and special projects; and monitor and control expenditures.
- Collaborate with the Fire Service Medical Director on issues related to patient care.
- Manage, develop, implement, and deliver continuing and remedial education, and coordinate with the Training Division to provide EMS training. Maintain required course, instructor, attendance, and other records necessary to support the Department's status as an approved EMS Continuing Education provider.
- Teach PALS, ACLS, and PHTLS to department members and others.
- Serve as the Department EMS representative at various local, county, and state meetings related to the position. Meetings may require travel away from the primary work location.
- Ensure contract compliance by coordinating joint training and other quality assurance/quality improvement activities with the Alliance partner.
- Facilitate internships for paramedic students and coordinate with schools, department preceptors, Solano County EMS, and other relevant agencies.
- Prepare presentations, reports, and other documents as directed.
- Represent the Fire Department on committees as directed.
- Maintain positive working relationships with Department members, allied agencies, and the public.
- Maintain the Fire Department's Automated External Defibrillator (AED) program and instruct city employees and others on the use of AEDs.
- Teach Cardiopulmonary Resuscitation (CPR) to the department, city employees and members of the public.
- Teach members of the Police Department first responder Narcan and trauma care.
- Monitor and identify developing trends in EMS to ensure the Department is at the forefront of delivering Emergency Medical Services.
- Manage the Emergency Medical Dispatch (EMD) program.
- Travel and attend conferences related to the position.
- Perform related duties as assigned.

For the complete job description please visit: <https://www.governmentjobs.com/careers/fairfield/classspecs>

THE SELECTION PROCESS:

Based on the information provided in the application documents, the best-qualified applicants will be invited for further examination. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. Depending upon the number of applications received, the examination may consist of an application screening, written and/or practical exam, oral interview, or any combination.

HOW TO APPLY:

Candidates must submit an online application via NeoGov/Governmentjobs.com by 5:00 p.m. of the closing date. If you have any difficulties submitting your online application, please call NeoGov's **Applicant Support Line at (855) 524-5627**.

Mac users please note: To ensure compatibility, please use Google Chrome and ensure iOS settings are up-to-date.

If you feel you will need a reasonable accommodation for any portion of the testing/interview process, please contact Human Resources at (707) 428-7394 at least 1 week prior to the application deadline or examination date.

REFERENCE CHECKS:

The City utilizes an electronic reference check process to gather references of candidates once mutual interest is established. Please note that if you include your current supervisor in the "References" section of your application, they may be contacted once you have accepted a conditional job offer from the City.

Candidates are encouraged to notify anyone they list in the "References" section to help ensure a timely response. When listing references, please identify persons who can assess your professional qualifications in the context of the workplace. Examples include former colleagues/supervisors, mentors, etc. If you have limited or no work experience, you may identify personal references familiar with your qualifications that correlate to workplace experiences. Examples include teachers, volunteer coordinators, mentors, etc.

The City of Fairfield is an equal opportunity employer and is committed to creating a work environment in which all individuals are treated with respect and professionalism.

Employer

City of Fairfield

Address

1000 Webster Street
4th Floor
Fairfield, California, 94533

Phone

707-428-7394

Website

<https://www.governmentjobs.com/careers/fairfield/>

EMS Coordinator Supplemental Questionnaire

***QUESTION 1**

I understand that my responses to the following supplemental questions will be used by the City of Fairfield to assess my application and determine advancement in the recruitment process. **NOTE: We encourage applicants to provide detailed and thoughtful answers, as responses to the supplemental questions are reviewed during the initial screening process. Responses such as "see application" or "refer to resume" will not be accepted as this does not adequately answer the specific question or demonstrate your qualifications.**

☐ Yes, I understand.

***QUESTION 2**

Which best describes your highest level of education?

- ☐ Less than High School
- ☐ High School Diploma or GED
- ☐ Some College
- ☐ Associate's Degree

- ☐ Bachelor's Degree
- ☐ Master's Degree or Higher

***QUESTION 3**

Do you have a valid California Class C driver's license or equivalent? If yes, you must attach a copy to your application. Failure to do so may result in your application being rejected due to not meeting minimum qualifications.

- ☐ Yes
- ☐ No

***QUESTION 4**

Do you have a current California Paramedic license or a current California Registered Nurse license? If yes, you must attach a copy to your application. Failure to do so may result in your application being rejected due to not meeting minimum qualifications.

- ☐ California Paramedic license
- ☐ Registered Nurse license
- ☐ Both
- ☐ Neither

***QUESTION 5**

Do you have a valid Advanced Cardiac Life Support (ACLS) card issued in accordance with the guidelines of the Journal of American Medical Association (JAMA)? If yes, you must attach a copy to your application. Failure to do so may result in your application being rejected due to not meeting minimum qualifications.

- ☐ Yes
- ☐ No

***QUESTION 6**

Do you have a valid Pediatric Advanced Life Support (PALS) card? If yes, you must attach a copy to your application. Failure to do so may result in your application being rejected due to not meeting minimum qualifications.

- ☐ Yes
- ☐ No

***QUESTION 7**

Do you have a valid Pre-Hospital Trauma Life Support (PHTLS) card? If yes, you must attach a copy to your application. Failure to do so may result in your application being rejected due to not meeting minimum qualifications.

- ☐ Yes
- ☐ No

***QUESTION 8**

Do you have a valid Basic Life Support (BLS) Cardiopulmonary Resuscitation (CPR) card for Healthcare Provider or equivalent? If yes, you must attach a copy to your application. If yes, you must attach a copy to your application. Failure to do so may result in your application being rejected due to not meeting minimum qualifications.

- ☐ Yes
- ☐ No

***QUESTION 9**

Do you meet the minimum experience requirement of five (5) years full-time experience delivering prehospital advanced life support or emergency medical services as a registered nurse or paramedic with an agency or employer responsible for the delivery of prehospital advanced life support? **PLEASE NOTE: Your experience must be validated by the information provided in the WORK EXPERIENCE section of your application.**

☐ Yes

☐ No

***QUESTION 10**

If you answered yes to the above question, which agency or employer did you receive the experience? If you answered no, type N/A.

***QUESTION 11**

Do you have experience with Continuous Quality Improvement (CQI) programs and continuing education programs? If so, please discuss that experience below. If you have no experience, type N/A.

* Required Question