

UNIFIED FIRE AUTHORITY JOB DESCRIPTION

JOB TITLE: EMS Division Training Specialist
SECTION: Emergency Operations
DIVISION: EMS Division
DATE: May 2025

BASIC FUNCTION OF POSITION:

The EMS Division Training Specialist's basic function is to ensure the delivery of quality EMS training. The EMS Division Training Specialist may also manage programs or projects within the EMS Division.

SUPERVISION RECEIVED:

This position works under the direct supervision of the EMS Staff Captain.

SUPERVISION EXERCISED:

May directly supervise EMS Division Training Cadre and other full-time and part-time members participating in EMS Division training programs on a temporary or as-needed basis.

PRINCIPAL RESPONSIBILITIES:

The following list describes several of the essential functions of this position. This list may be supplemented as necessary:

- Promotes and supports the mission and values of the UFA.
- Delivers/facilitates/organizes EMS training to UFA personnel to meet NREMT & Utah BEMS Licensure requirements, UFA Policy, and other EMS Division direction.
- Prepares lesson plans and develops training programs.
- Assists as needed with training/testing required for EMS licensure and certification.
- Ensures UFA EMS providers are up to date with EMS best practice and protocols.
- Participates in EMS Performance Improvement processes.
- Manages and maintains EMS training equipment and supplies
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs.
- Represents UFA and the EMS Division to outside groups and organizations; participates in outside community and professional forums; serves on committees as identified by EMS Staff Captain.
- May Manage or assist with managing the following software programs/platforms:
 - Learning Management System
 - Controlled Substance Tracking System
 - Electronic Health Reporting System

- Other software programs as necessary
- May act as UFA liaison or point of contact for Salt Lake and Utah County hospitals
 - Requests, receives, and distributes hospital feedback
 - Facilitates and coordinates hospital-based medical training events and opportunities
- Performs other duties of a similar nature or level.

TYPICAL DECISIONS:

Incumbents make decisions on training topics and delivery based on the EMS Division and UFA Operational needs and direction and NREMT/BEMS licensure requirements. Decisions often involve confidential information and require significant knowledge, analysis and thought.

MINIMUM REQUIREMENTS:

Knowledge, Skills, and Abilities:

Knowledge of:

- UFA EMS Protocols
- State and County EMS Protocols
- Utah BEMS Laws and administrative rules related to the delivery of Emergency Medical Services
- NREMT and Utah BEMS guidelines and requirements for EMS certification and licensure
- UFA Policies and Procedures related to the delivery of emergency medical services or programs
- Current best practices and principles in the delivery of pre-hospital emergency medical services
- Principles and practices of leadership, motivation, team building, and conflict resolution
- Controlled substance tracking

Skill In:

- Utilizing audio/visual equipment and software to produce and deliver live and virtual training.
- Effective written and verbal communication skills
- Developing, facilitating and providing worthwhile and effective training.
- Coaching and mentoring UFA EMS providers.
- Motivating, communicating with, and instructing/training others, using both technical and non-technical language to explain complex subjects and processes.
- Utilizing public relations techniques in coordinating and communicating with area hospitals or other agencies.

Ability to:

- Use computers, basic business software programs (Microsoft Word, Excel and PowerPoint, etc.) and general office equipment, including copiers, printers, fax machines, cameras speakers and scanners
- Understand and manage, as necessary and after initial training, UFA's electronic learning management system(s) and controlled substances tracking system(s). Understand and manage, as necessary and after initial training, UFA's electronic health reporting system.
- Work as a member of a team; establish and maintain effective working relationships within EMS Division, with other divisions and with individuals from other jurisdictions and organizations.
- Prioritize, facilitate and manage multiple projects simultaneously.
- Foster and promote a testing/teaching environment that facilitates learning, growth and improvement.
- Assist in develop and implement of department guidelines and procedures; supervise, train, and evaluate assigned personnel.
- Plan, develop and organize EMS training schedules and programs that meet licensure requirements of UFA personnel that are balanced with other operational needs and priorities of UFA.
- Speak/present to large and small groups.
- Demonstrate integrity, professionalism, respect, accountability, teamwork and dedication.
- Analyze problems, identify alternative solutions and create action plans.

MINIMUM EXPERIENCE AND QUALIFICATIONS IF FILLED BY SWORN FIREFIGHTER:

- Valid Driver License
- Valid Utah Paramedic license
- Currently serving as a Paramedic Specialist.
- Successful completion of two (2) years of full-time UFA employment in a sworn Firefighter position.
- Successful completion of the following after selection :
 - State-mandated EMS Instructor Endorsement

Requirements for promotion to Specialist II (all Specialties):

- Successful completion of five (5) years of full-time employment in a sworn UFA Firefighter position, and a minimum of three (3) years as a UFA Specialist (any Specialty or combination of Specialists). Paramedics hired through the Paramedic Lateral Process must have three years as a full-time paramedic, in addition to five (5) years of full-time employment in a sworn Firefighter position, to be eligible for promotion to Paramedic II (see UFA Policy and Procedure – Paramedic Lateral Process).
- NIMS IS IS 703, (most recent iteration).
- UFA NFPA Fire Instructor I certification or accepted equivalent.

- Either UFRA NFPA Fire Inspector I or UFRA Company Officer Inspector or accepted equivalents of the same.

MINIMUM EXPERIENCE AND QUALIFICATIONS IF FILLED BY CIVILIAN:

- Valid Driver License
- Valid Paramedic license
- Five (5) years of experience in EMS or other medical field.
- Successful completion of the following after selection:
 - State-mandated EMS Instructor Endorsement

DESIRABLE QUALIFICATIONS IF FILLED BY CIVILIAN OR SWORN FIREFIGHTER:

- State-mandated Course Coordinator Endorsement
- AHA BLS, ACLS & PALS Instructor Endorsement

WORKING ENVIRONMENT:

Work is performed in a general office environment during routine office hours, Monday through Friday, however after hours and weekend work may be necessary. Occasional travel may be required. This position can work extended office hours M-Th or Tues-Fri to fulfill the 40 hour per week requirement based on the needs of the EMS Division and coordination with the EMS Division Captain and other EMS Division team members. Work activities vary widely including attendance at meetings, field and classroom training, and driving. Work may include response to emergencies to observe performance.

PHYSICAL AND MENTAL JOB REQUIREMENTS:

To perform the job successfully, an individual must be able to perform each of the essential job functions satisfactorily. This position involves periods of prolonged sitting and use of computer equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the physical and mental capabilities to read information printed on paper and displayed on computer monitors; hear, speak, and communicate verbally using the English language; cognitive thinking and mathematical calculation capabilities; manual dexterity to manipulate standard office equipment, papers, files, and records. This position requires driving and ability to lift and carry EMS equipment (Cardiac Monitor, Med Box and Airway Bag, etc.) and training equipment (mannequins, simulation monitors, etc.) weighing up to 45 pounds.

Classified as FLSA Non-exempt and eligible for overtime

This position is classified as a Category B position with regard to the Staff Vehicle Assignment and Use and Reimbursement policy and as a Category A position with regard to the UFA Cell Phone Policy