



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

24-059R

May 3, 2024

TO: All Personnel

FROM: Human Resources Director Day

SUBJECT: Job Announcement – Biotech Specialist - **REVISED**

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UFA will begin the recruitment of a Biotech Specialist. This position works under the direction of the Biotech Staff Captain. This position functions to maintain, inventory, and care for durable medical equipment used by Operations personnel and to assist with the administration of records and documentation software.

This recruitment is open internally to interested Firefighters, Firefighter Specialists, or Paramedic Specialists. If a currently promoted Firefighter Specialist or Paramedic Specialist is selected for this position, the resulting action will be a transfer. If a Firefighter is selected, the resulting action will be a Firefighter paid as a Firefighter Specialist on the Firefighter pay plan while they occupy the position of Biotech Specialist. This position will be subject to mandatory staffing as outlined in the policy.

If you meet the minimum requirements outlined in the attached job description and are interested in participating in this process, please submit a letter of interest and resume using the following link: <https://unifiedfire.applicantpro.com/internaljobs> by **Saturday, May 18, 2024**.

At the close of the recruitment, letters of interest and resumes will be forwarded to IT Manager Bowden and Captain Andrus, who will review them. Candidates will then be selected to move on to the next step, including a structured interview process.

If you have any questions about the process, please contact me at [kday@unifiedfire.org](mailto:kday@unifiedfire.org) or (801) 425-5349. If you have further questions about the position, please contact Captain Andrus at [rjandrus@unifiedfire.org](mailto:rjandrus@unifiedfire.org) or (801) 743-7135.

Good luck to all who are planning to participate.