

# **UNIFIED FIRE AUTHORITY JOB DESCRIPTION**

**JOB TITLE:** Biotech Specialist  
**SECTION:** Support Section  
**DIVISION:** Technology Division  
**DATE:** April 2024

## **BASIC FUNCTION OF POSITION:**

The Technology Biotech Specialist's primary function is to maintain, inventory, and care for durable medical equipment used by Operations personnel. The specialist also assists the EMS Technology Biotech Staff Captain with the administration of records and documentation software and the EHR/NFIRS Coordinator with records management.

## **SUPERVISION RECEIVED:**

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

## **SUPERVISION EXERCISED:**

None

## **PRINCIPLE RESPONSIBILITIES:**

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

- Assists with and provides direction for the care, maintenance, and inventory of critical medical equipment, including cardiac monitors, mechanical CPR devices, and AEDs.
- Assists with and provides direction for the care, maintenance, and inventory of the mobile data terminals used by field personnel during responses and patient care.
- Works as the assistant to the system administrator to maintain, upgrade, and update the data systems used by the UFA for documentation of both EHR and NFIRS.
- Works with staff from other UFA Divisions on records and data requests related to patient care and fire responses. Assists with integrating UFA records data with partner agencies.
- Assists with UFA-controlled substance safes, locks, and the associated Salto access and tracking system.
- Assists Facilities in the maintenance of Salto locks.
- Works closely with the UFA Communications group with apparatus modems and other similar duties.
- Participates in the IT/Biotech/Comms duty roster on-call rotation.
- Works closely with the vendors to resolve problems and issues related to Biotech activities and responsibilities.
- Coordinates with vendors to maintain all cardiac monitors, CPR devices, and AEDs.
- Participates in Service Management tickets.

- Performs other duties of a similar nature or level.

**TYPICAL DECISIONS:**

Incumbents work under the direction of the Biotech Staff Captain and will set their priorities based on this direction while relying on demonstrated experience and in-depth knowledge of Technology, Emergency Medical Services, UFA policies and procedures, and customary business practices. Decisions may be related to equipment management and inventory to support Operations, administration of records systems, and records management.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

- Mobile data terminals used in response and patient care.
- Medical equipment used in patient care, including cardiac monitors, CPR devices, and AEDs.
- UFA Policies and Procedures related to the delivery of emergency medical services or operating programs within the EMS Division.
- Current best practices and principles in the delivery of pre-hospital and emergency medical services.
- Project management techniques.

Skills (or Skill In):

- General use of computers and basic business software programs (Microsoft Word, Excel, and PowerPoint, etc.) and the use of general office equipment, including copiers, printers, fax machines, and scanners.
- Utilizing Windows and related Windows software.
- Effective written and verbal communication skills.
- Instructing and providing training effectively.
- 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 responding to inquiries and complaints.

Ability to:

- Meet and follow through with time schedules and deadlines.
- Perform effectively as a member of the Technology Division team and attain measurable results with little direct supervision.
- Utilize various software management systems.
- Create documentation by contributing to the Division's Runbook and Solutions.
- Think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations.

**MINIMUM EXPERIENCE AND QUALIFICATIONS:**

- Valid Driver's License
- Currently serving as a UFA Firefighter or UFA Firefighter Specialist (any specialty) and completing all firefighter requirements.

- Successful Completing two (2) years of full-time UFA employment in a sworn Firefighter position.

**Qualifications below must be completed after selection if not obtained before:**

- Zoll X Series Technician Certification

**DESIRABLE QUALIFICATIONS**

- General I.T. experience or certifications and experience with Biotech systems.
- General Communications (mobile and portable radio) experience or certification.

**WORKING ENVIRONMENT**

Work is performed in a general office environment during routine office hours, Monday through Friday; however, after-hours and weekend work is occasionally necessary. Occasional travel may be required. This position can work extended office hours to fulfill the 40-hour-per-week requirement based on the needs of the EMS Division and coordination with the Technology Division and other Division team members. Work activities vary widely, including meeting attendance, field and classroom training, and driving. Work may include response to emergencies to assist and 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 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 English, cognitive thinking and mathematical calculation capabilities, and manual dexterity to manipulate standard office equipment, papers, files, and records. This position requires driving and the ability to lift and carry EMS equipment (Zoll Monitor, Med Box Airway Bag, etc.) and training equipment (mannequins, simulation monitors, etc.) weighing up to 45 pounds.

They are classified as FLSA Non-exempt and eligible for overtime.

According to Policy 1100-020 Staff Vehicle Assignment and Use and Reimbursement, this position is classified as Category A.

This position is classified as receiving a UFA-owned cell phone according to Policy 100-240 UFA Cell Phone Policy.