



UNIFIED FIRE AUTHORITY

MEMORANDUM

25-203

November 24, 2025

TO: All Personnel

FROM: Biotech Staff Captain Rian Andrus

SUBJECT: Biotech Cadre Recruitment

The Unified Fire Authority Technology Division will begin recruitment for Biotech Cadre positions from November 24, 2025, to December 23, 2025. We are looking for motivated, detail-oriented full-time Paramedic Specialists to serve as a representative for their platoon. Under the direction of the Biotech Staff Captain, this role supports the maintenance, inventory, and care of durable medical equipment used by Operations personnel.

Interested candidates should submit a letter of interest and resume through the iSolved link (formerly ApplicantPro): <https://unifiedfire.applicantpro.com/internaljobs>. This recruitment is open internally to Paramedic Specialists from now through December 23, 2025.

At the close of the recruitment, letters of interest and resumes will be forwarded to IT Manager Bowden and Staff Captain Andrus for review. Selected candidates will proceed to the next step, which is a structured interview.

For questions about the recruitment process, please contact Sylvia Cardenas at scardenas@unifiedfireut.gov or (801) 743-7231. For questions about the position itself, please contact Staff Captain Andrus at rjandrus@unifiedfireut.gov or (801) 743-7135.

Good luck to all who are planning to participate.

Biomedical Equipment Technician Expectations

General Responsibilities

- **Plan Implementation:**
 - Follow the **Medical Equipment Management Plan** and the **Software/Hardware Management Plan** for all Biotech-managed equipment and systems.
- **Communication & Documentation:**
 - Maintain proactive communication with other Biotechs and relevant teams.
 - Document all repair outcomes and support efforts accurately in the Help Desk system.

On-Shift Expectations

- **Support Within Assigned Platoon:**
 - Each Biotech is assigned to a platoon and serves as the primary support contact for medical equipment issues within that group.
 - Use an assigned laptop to troubleshoot and assist fellow crew members with equipment and tablet concerns during shift hours.
- **Help Desk & Repairs:**
 - Monitor and manage medical equipment repair requests via the Help Desk system.
 - Ensure timely resolution of assigned repair tickets and submit detailed results to the Help Desk after completion.

Off-Shift Expectations

- **Scheduled Equipment/Tablet Maintenance:**
 - Every third week, Biotechs are scheduled for **8 hours** of dedicated work on equipment and tablets.
 - Scheduled days must be entered into the **IT Calendar** to inform the Technology Division, the Biotech Group, and fellow Biotechs.
- **Project Participation:**
 - Biotechs are expected to **report on off days** as needed to assist with special projects or tasks directed by the Biotech Group.
 - #EOF