



UNIFIED FIRE AUTHORITY

MEMORANDUM

26-146

August 26, 2026

TO: All Personnel

FROM: Kiley Day, Human Resources Director

SUBJECT: Job Announcement EMS Division Training Specialist

UFA is announcing an internal recruitment for EMS Division Training Specialist. This position will work under the direct supervision of the EMS Division Captain, ensuring the delivery of quality EMS training. The EMS Division Training Specialist may also manage or be involved in other programs or projects within the EMS Division.

Attached is the job description for the position, which contains job duties, responsibilities, and minimum qualifications. Under the current EMS Division organization, a range of duties and projects are split between 3 training specialists at the discretion of the EMS Captain based on the skills and interests of those filling the positions.

If you meet the minimum requirements outlined in the job description and are interested in participating in this process, please submit a cover letter and resume by Wednesday, September 9, 2026, via iSolved (formerly ApplicantPro) <https://unifiedfire.applicantpro.com/internaljobs>.

At the close of recruitment, all cover letters and resumes will be forwarded to Division Chief Ayres for review. Candidates will be selected to proceed to the next step of the process, which will include a structured interview on Tuesday, September 15, 2026, involving members of the EMS Division, an external evaluator, and a representative from Local 1696.

If you have any questions about the process, please contact Kiley Day at (801) 743-7124. If you have further questions about the position, please contact Captain Eric Holmes at (801) 652-1052.

Good luck to all who are planning to participate.