

Training Officer/EMS Coordinator

SUMMARY: Under general supervision of the Fire Chief, directs the Fire Training Program, in accordance with Department policy and appropriate local, State, and Federal laws, regulations, and standards; coordinate and provide training for VFD members as needed. Analyzes, plans, designs, implements and administers Emergency Medical Services (EMS) programs as well as other department-wide and community oriented programs, including Advanced Life Support (ALS), Basic Life Support (BLS), Continuous Quality Improvement (CQI), problem resolution and certification and recertification of both EMS instructors and providers. Serves as the department's safety officer and infectious control officer as outlined in NFPA 1500. Serve as the Fire Department Training Officer/EMS Coordinator for the City of Valdez Fire Department; review changes in fire and emergency services laws, rules, regulations and policies; update training content and provides related training liaison as required.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

PRIMARY DUTIES AND RESPONSIBILITIES:

- Creates implements and coordinates the training program with the Fire Chief and the shift Captains.
- Is training program administrator responsible for all program development, ensuring consistent delivery of department training programs.
- Monitors and evaluates the competency of all department members both individually and as a team.
- Performs Quality Assurance reviews of EMS documentation and care delivered as set forth by Alaska Department of Health Services guidelines.
- Evaluates EMS data, identifying methods of providing effective emergency medical care, identifying methods to correct complex medical issues and patient care delivery situations and designing quality assurance programs to measure program outcome and effectiveness.
- Conducts research and analysis of current and future EMS issues and trends to ensure quality medical services. Assists in accomplishing established overall organizational goals through program management, provider and system evaluation and quality assurance.
- Plans, organizes and develops lesson plans for BLS and ALS training programs.
- Conducts and evaluates EMS training activities and classroom instruction sessions including Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), CPR and Emergency Medical Technician programs.
- Serves as a liaison between the Fire Department and hospital, medical direction authorities and other agencies regarding EMS activities, procedures and policies.
- Plan, prepare and present Firefighter and EMS training; utilize appropriate training techniques, adult learning concepts and facilitation skills.
- Assure training course is taught according to lesson plan and as scheduled; maintain a roster of those attending training; maintain an adequate inventory of audio-visual and other classroom materials.
- Prepare, edit, update and coordinate production of training materials; develop specialized training materials and sessions.
- Responsible for maintaining personnel training records and other documentation of employee qualifications.
- Maintain training skills and certification through participation in applicable educational opportunities.
- Operate, clean and inspect emergency, fire, rescue, medical and life saving tools, equipment and facilities.
- Respond to emergencies and perform firefighting, rescue and emergency medical duties and may serve as an officer during emergencies.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of:

Training Officer/EMS Coordinator

- State, City and Federal statutes, rules, codes and regulations.
- Fire Department policies and procedures.
- Firefighting and emergency services techniques and procedures, and related safety and legal issues.
- Methods and techniques to develop and present training programs.
- Theories, principles and techniques used to facilitate adult learning.
- Project planning and execution of principles and methods
- Medical/legal issues related to delivery of Fire and EMS
- Microsoft Office suite

Skill in:

- Presenting technical training classes
- Establishing and maintaining cooperative working relationships with public safety and emergency services agencies.
- Planning, organizing, and presenting technical training classes.
- Develop computer based training programs
- Plan, coordinate and execute large public events or training programs
- Develop and implement long and short-range goals and objectives
- Represent the Fire Department at meetings with Local, State and Regional fire and medical direction authorities
- Coordinate medical follow-up, as needed, with infectious disease exposures
- Proficiently coordinate training and instruction in various areas, such as ACLS, PALS, PEPP, CPR, FFI, FFII and other certification courses
- Proficiently perform computerized word processing, comprehension, summarizing and writing/editing; use of database, spreadsheet and word processing applications
- Handle multiple projects simultaneously and use good judgment in prioritizing work assignments
- Attend or conduct various meetings as needed
- Establish and maintain effective working relationships with management, co-workers and outside agency representatives
- Complete required OSHA/Safety Training as required

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work is performed in internal and external environments with exposure to inclement weather and varying temperatures. May be exposed to hazardous materials, dangerous machinery and potential physical harm when responding to fire and rescue emergencies. Must maintain a level of physical fitness to meet Department standards.

MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent.

Must possess and maintain a valid Alaska driver's license with no major driving citations.

Certification as a provider in the following areas is required: Cardiopulmonary Resuscitation (CPR), Advanced Cardiac Life Support (ACLS), Pediatric Life Support (PALS), and/or Pediatric Education for Pre-Hospital Professionals (PEPP).

IFSAC or Pro Board Firefighter I, IFSAC or Pro Board Fire Fighter II, IFSAC or Pro Board Instructor I.

Must be able to obtain and maintain instructor certifications for the above within one year of the date of hire

Preferred Qualifications:

State of Alaska Emergency Medical Technician III

State of Alaska Fire Service Instructor (AK or IFSAC)

State of Alaska Emergency Medical Technician Instructor

State of Alaska Certified Fire Investigator (AK or IFSAC).