



EMS Training Officer (1165)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 21

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to plan, organize, coordinate, conduct, and evaluate fundamental and advanced medical training, under the direction of the Assistant EMS Director, for Bulloch County EMS personnel. During an emergency incident, the training officer may assume command of emergency medical operations or perform other duties related to the emergency medical incident.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Develops, plans, and implements a range of training opportunities for Bulloch County EMS, employees, and citizens: determines current and future training needs; sets training goals and objectives; prepares and presents classroom and physical training programs utilizing a variety of media, resources, equipment, and apparatus; creates and implements multi-agency training for EMS, law enforcement, and fire departments; provides training and community education opportunities to non-EMS staff and citizens.

Coordinates departmental training activities: ensures employee and departmental compliance with required training for licensure and recertification; establishes and maintains an organized system to monitor required training and license/certification expirations; uploads course completion certificates into appropriate databases for license renewal; initiates any actions necessary to correct deviations or deficiencies.

Maintains training files and records: tracks training completed by individuals; prepares, maintains, and submits training completion reports; ensures that all concerned agencies receive verification of compliance with training standards; maintains statistical information regarding training requirements; submits proposed training hours planned for the upcoming year; maintains training files for audit and documentation purposes.

Performs quality assessment and quality assurance functions: monitors and evaluates employee performance and identifies training needs by reviewing Patient Care Reports and observing performance of duties; establishes and conducts periodic evaluations with the agency's medical director; develops and implements goals and priorities to improve patient care; collaborates with local hospital to identify opportunities to enhance cardiac and stroke outcomes; ensures adherence to established safety procedures; monitors use of safety techniques and safety equipment; ensures maintenance and testing of equipment and tools; ensures corrective measures are taken to resolve safety hazards or maintenance problems; and maintains related documentation.

Responds to emergency/911 calls for incident command, assistance, or evaluation/review purposes: participates in response to mass casualty incidents, natural disasters, and other situations deemed necessary for first responder response; receives periodic experience on the ambulance to ensure personal

skills and interventions remain current; performs assigned duties at emergency medical scenes; attends and participates in professional group meetings; and stays abreast of new trends and innovations in the field of emergency medical operations.

Assists in the preparation and maintenance of the department budget: makes recommendations regarding training allocations and future needs; monitors and inspects training equipment for defects or obsolescence; tracks and monitors expenditures to ensure compliance with approved budget; and maintains related documentation.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures: maintains an awareness of new equipment, procedures, trends and advances in the profession; participates in training and other continuing education activities; facilitates and attends shift meetings, workshops and seminars as appropriate.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required, with vocational or technical training in emergency medical services; supplemented by five years of experience in Emergency Medical Services with high call volume and frequent patient contact; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain Emergency Medical Technician and Paramedic certifications; BLS, ACLS, PALS certifications; GA EMS Instructor License.

Performance Aptitudes

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide formal training to others typically involving preparation and/or modification of teaching materials.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving high risk to the organization.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of heavy objects and materials (up to 100 pounds) and occasionally heavier items (100 pounds or over).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, disease, pathogenic substances, or rude/irate customers.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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