

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### PARAMEDIC TRAINING SPECIALIST

**Department:** Fire Rescue  
**Pay Grade:** 112  
**FLSA Status:** Non-Exempt  
**Job Class:** 5125  
**Risk Code:** 7705

#### JOB SUMMARY

This is professional and technical position providing hands-on work in the development, coordination and presentation of County EMS training activities and programs.

#### ESSENTIAL JOB FUNCTIONS

- Identifies EMS training needs, trouble shoots problems and develops appropriate interventions.
- Designs, develops, implements and administers performance based, County-specific EMT and Paramedic training and orientation.
- While on the scene, monitors personnel and equipment to ensure safe and effective response while mitigating impact of a hazard. Demonstrates protocols, observes employees to ensure compliance and provides appropriate feedback.
- Evaluates scene on arrival; determines nature and extent of illness or injury; takes pulse, blood pressure, and visually observes changes in skin color; makes determination regarding patient status by interpreting diagnostic signs.
- Establishes priority for emergency care; initiates basic life support procedures at the scene as necessary.
- Utilizes basic business principles to quantify results of training, education and development programs. Evaluates effectiveness of interventions and solutions through participant feedback, test instruments and reports from supervisory and managerial personnel.
- Develops and delivers mandatory compliance training, education and development of policies and procedures based on state and federal mandates and regulations.
- Assists in the training development of Department work policies and procedures and monitors all activities.
- Prepares training materials, coordinates printing of training materials. Will use MS Word, MS Power-Point, MS Excel in the presentation of training booklets, pamphlets and other forms of instructional methods.

- Prepares analytical and statistical reports on operation and activities; prepares and delivers presentations as assigned.
- Reviews training and development publications and materials to keep abreast of new and innovative techniques and training programs.
- May be assigned an emergency vehicle and respond to emergency calls relayed by dispatchers; reads maps; drives ambulance to emergency site; uses most expeditious route and observes traffic ordinances and regulations.
- When assigned as a PM on a transport unit, precepting or remediating an employee, assists in establishing priority for emergency care; initiates basic life support procedures at the scene as necessary.
- Provides re-hydration/rehabilitation and medical treatment to victims, firefighters and/or other personnel at the scene or training grounds as necessary.
- Uses medical equipment, based on competency level, such as but not limited to cardiac monitor, defibrillator, performs endotracheal intubation to open airways and ventilate patients; uses other adjunct airways as needed under the direction of a physician.
- Follows infection disease protocol; practices proper disposal of biohazard waste.
- Assists in lifting, carrying, and transporting patient to ambulance and on to a medical facility.
- Prepares, decontaminates, inspects, inventories, repairs, and/or maintains medical equipment and supplies, first aid materials, and vehicles for safe operation; tests all equipment on a regular basis and checks for future readiness.
- Responds to questions, complaints, and requests for information/assistance from the general public, patients, fire, law enforcement, other medical personnel, various agencies, employees, officials, supervisors, or other individuals.
- Maintains current field manuals, policy and procedures, employee handbooks, various maps, addresses, and related material for reference and/or review; read medical journals and other professional literature; maintains professional affiliations.
- May be assigned to emergency operations or SOC upon declaration of an emergency.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

### **SUPERVISION**

This position has no direct supervisory responsibility, but routinely provides guidance, advice and assistance to EMS staff on work assignments. Occasionally functions as a lead worker for a small group of employees (one to five) in the absence of a designated lead position. Reviews the work product of others and provides work direction.

### **QUALIFICATIONS**

#### **Education and Experience:**

AS or BS Degree in Education, Business or Public Administration, Emergency Medical Services, Fire Science, or related field; with three years progressively responsible National Fire Academy

Courses, National Emergency Management Institute Courses; minimum of five years' field experience in EMS; or an equivalent combination of education and experience.

**Licenses or Certifications:**

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Florida State Certified Paramedic.
- American Heart Association or Red Cross CPR certification.
- Advanced Cardiac Life Support certification.
- Emergency Vehicle Operator Certification.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and members of the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts such of basic algebra and geometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to develop plans, policies, specifications, and programs.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analyses, advanced budgetary, accounting systems, or complex scientific or technical systems.
- Advises supervisors and employees on career development and the availability of training courses in community educational programs; keeps informed on local college curricula as related to department organizational and functional needs so as to better advise employees and supervisors.
- Ability to operate complex equipment, mechanical aptitude, strength and ability to do manual and mechanical work under adverse conditions. Maintains a state of mental and physical readiness to perform any and all job requirements with little or no notice.
- Requires the ability to assist persons by action or interaction in carrying out specialized medical, therapeutic, counseling, or related procedures.
- Requires the ability to operate and control the actions of equipment, machinery, tools, and/or materials requiring complex and/or rapid adjustments, or to assemble, combine, or process complex and/or sensitive materials.
- Considerable knowledge of the planning and conducting of training programs in diversified fields.

- Knowledge of content and scheduling of centralized training programs.
- Knowledge of County personnel rules, regulations and procedures.
- Knowledge of supervisory principles, techniques and procedures.
- Ability to remain calm in stressful situations.
- Ability to work in conjunction with professionals, legal, medical persons.
- Must possess public relations and public speaking abilities.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and to lift over 100 pounds. Vision requirements are close, distance, color, and peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will regularly be exposed to wet or humid conditions, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme cold or heat, risk of electrical shock, explosives, and risk of radiation. The noise level for this position is sometimes very loud. Work requires being available and on call 24 hours a day; must be able to respond within 60 minutes from residence to Marion County, within one year of employment.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

***E.O.E.*** Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.