



**JOB ANNOUNCEMENT
CITY OF TROY, AL
INTERNAL/EXTERNAL**

CLASSIFICATION TITLE: EMS/TRAINING OFFICER

FLSA DESIGNATION: NON-EXEMPT, CLASSIFIED

OPENING DATE: 12/06/2019

CLOSING DATE: 12/12/2019

SKILL LEVEL: II

SUMMARY DESCRIPTION: Under the general direction of the Deputy Chief, the Fire Captain/Chief Administrative Assistant is primarily responsible for EMS administration, to include but not limited to formulating and overseeing the EMS supply budget, acting as a liaison for the city with governing EMS agencies, completing necessary annual licensure and protocol update procedures, and ensuring the department is updated on the latest available supplies and equipment.

REPRESENTATIVE DUTIES: Under the Direction of the Deputy Chief:

The following duties are typical for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or logical assignments for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions in this classification, but are determined by the normal requirements for the particular position.

Organizing and Assembling Resources

1. Establishes and reviews those EMS operational policies which are not set forth by the State of Alabama or Troy City Ordinances.
2. Ensures that the Troy Fire Department and all personnel follow local, regional, state and federal requirements as they pertain to daily operations.
3. Assists with the development of specifications for various EMS resources.
4. Adheres to the City of Troy Personnel Policies and Fire Department Rules and Regulations and Procedures pertaining to Emergency Medical Services Administration.

Administration and Reporting

5. Oversees all administrative functions related to EMS operations.
6. Assists the Assistant Chief with other department-related administrative functions at his direction.
7. Oversees the Quality Assurance/Quality Improvement of all EMS reports and forms (paper & electronic).
8. Interacts directly with the Medical Control Director, supplying reports for Quality Assurance/Quality Improvement procedures.
9. Adheres to the City of Troy Personnel Policies and Fire Department Rules & Regulations as well as procedures pertaining to Emergency Medical Services Administration and Reporting.

Medical Services and Liaison

10. Serves as the primary representative of the department to various agencies in the city, region, and state (i.e. Medical Control, local hospitals and medical facilities, E911, SEAEMS, and SEMCC).
11. Serves in various extra-agency capacities where possible, including protocol sub-committee, community education, professional development, etc.

12. Attends various job-related functions and conferences.
13. Responds to EMS call that require additional resources, NIMS activation, or other special considerations.
14. Receives and mitigates EMS-related complaints and problems, to include information gathering, problem-solving, and taking corrective action at the discretion of the Deputy Chief.
15. Serves as the chair of the department's EMS committee.

Special Projects

16. Under the direction of the Fire Chief or Deputy Chief, assists with the department budget process to include collecting information, recommending appropriate changes, and compiling and organizing budget data related to EMS.
17. Serves as the department's Oversight Coordinator for the Controlled Substance Program.

Drills and Training

18. Participates in all drills and training necessary to maintain current level of certification.
19. Maintains a level of physical fitness required to perform line operations as set forth by the Wellness and Fitness Initiative adopted by the Fire Department.
20. Stays current on trends in EMS training, equipment, and operations.
21. Oversees the completion of annual EMS training and licensure requirements.

Public Relations

22. Works to promote positive relations between the Fire Department and residents, local businesses, city officials, local government agencies, and other organizations.
23. Addresses civic, religious, and educational groups on the subject of Emergency Medical Services.
24. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Must be a U.S. citizen
- Must be insurable and bondable by the City of Troy
- Must submit to random drug screening due to this job classification being considered safety sensitive
- Must undergo an annual physical and medical evaluation in accordance with the Wellness and Fitness Initiative as adopted by the Fire Department
- Must maintain a physical condition necessary for emergency response
- Must work non-standard hours and be available for emergency call backs when off-duty
- Must have a working telephone service either land line or cellular
- Must wear appropriate uniforms and safety equipment
- Must hold the rank of Battalion Chief with the Troy Fire Department
- Must have certification in Fire Officer II
- Must have certification in Fire Instructor I
- Must have certification in Fire Inspector I
- Must hold a current State of Alabama Paramedic License
- Must possess and maintain or be able to obtain AHA CPR, ACLS, PALS and ITLS Instructor certification
- Must participate and obtain in continuing education activities to acquire and maintain required credentials
- Must accomplish essential functions of the job, with or without reasonable accommodations, in a timely manner
- Must meet regular attendance requirements

SUPPLEMENTAL INFORMATION- The City of Troy is dedicated to providing equal opportunity for employment to all applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other protected status.

- Knowledge of the City of Troy Policies and Procedures
- Knowledge of Fire Department Rules and Regulations, Policies, Procedures, and Guidelines
- Knowledge of up-to-date firefighting and fire prevention techniques
- Knowledge of operation and maintenance of firefighting equipment and apparatus
- Knowledge of street and number layout of territory and hydrant locations
- Knowledge of up-to-date EMS protocols
- Knowledge of hazardous materials handling procedures
- Knowledge of basic rescue techniques
- Knowledge of hydraulics as applied to using water to extinguish fire
- Knowledge of management styles and leadership techniques
- Knowledge of Emergency Medical Education programs and techniques
- Skill in the use of firefighting equipment and apparatus to include hoses, nozzles, generators, power saws, cutting equipment, pumps, hydraulic rescue tools, fans, extrication tools, and related items
- Skill in delivering presentations and talking to large groups of people
- Ability to perform CPR, first aid, and other basic medical procedures
- Ability to rescue procedures which may require specialized techniques
- Ability to maintain and operate assigned vehicles
- Ability to use communication equipment to include two-way radio and dispatch
- Ability to maintain composure while working in stressful and dangerous conditions
- Ability to lead and supervise subordinates in typical and stressful situations
- Ability to use the management style that is appropriate to manage different subordinates
- Physical ability to wear breathing apparatus
- Physical ability to climb ladders
- Physical ability to work in confined spaces
- Physical ability to work in heights

MINIMUM QUALIFICATIONS- *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

1. SACS or CASI Accredited High School Diploma or GED
2. Must have a valid Alabama Driver's License, a good driving record.
3. Must submit to and pass a pre-employment physical, and drug and alcohol screening.
4. Prior to employment offer, position subject to satisfactory background check.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS
Physical Requirements
Must be able to operate a variety of firefighting, rescue, and medical equipment, office equipment, and grounds maintenance equipment including extinguisher, pumper, hand/power tools, chain saw, generator, fans, ladders, hoses, breathing apparatus, protective clothing, emergency medical supplies, ropes, forcible entry and rescue tools, two-way radio, computer, printer, copy and facsimile machines, telephone, lawn mower, weed eater, and motor vehicles. Physical demand requirements are at levels of those for very heavy work.
Data Comprehension
Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people to convey or exchange co-workers, assistants, managers, or supervisors as well as communicating with educators, law enforcement personnel, dispatchers, medical personnel and the general public.
Interpersonal Communication
Requires ability to read a variety of informational and technical documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.
Intelligence
Requires the ability to learn and understand relatively complex fire prevention/suppression, lifesaving, and emergency related principles and techniques, to understand departmental policies and procedures, to make independent judgements in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.
Verbal Aptitude
Requires the ability to record and deliver information, such as in a public speaking situation, to explain procedures, and to follow verbal and written instructions.
Numerical Aptitude
Requires the ability to add and subtract, multiply and divide, calculate decimals and percentages, and determine time, weight, and measurements. May be required to perform basic algebraic calculations and utilize basic geometry.
Form/Spatial Aptitude
Requires the ability to visually inspect items for proper length, width, and shape using job related equipment and ground maintenance equipment and to operate motor vehicles.
Motor Coordination
Requires the ability to coordinate hands and eyes in using fire, rescue, and medical equipment, office equipment and ground maintenance equipment and to operate motor vehicles.
Manual Dexterity
Requires the ability to handle a variety of items, firefighting, rescue, and medical equipment,

office equipment, and grounds maintenance equipment including extinguisher, pumper, hand/power tool, chain saw, generator, vent fans, ladders, hoses, breathing apparatus, protective clothing, emergency medical supplies, ropes, forcible entry and rescue tools, two-way radio, computer, printer, copy and facsimile machines, telephone, lawn mower, weed eater, motor vehicles, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

Color Differentiation

Requires the ability to discern color.

Interpersonal Temperament

Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt and perform under considerable stress when confronted with an emergency.

Physical Communication

Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear perceive nature of sounds by ear.

NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Some travel required.

Successful applicant is required to pass physical examination and drug test, and have a valid Alabama Drivers' License. Position is subject to satisfactory background check.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

City of Troy
Human Resources Dept.
Troy, Alabama

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION.

The City of Troy is an Equal Opportunity Employer.