

Job Class Code: 7345	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION

The purpose of the job classification (class) is to provide Emergency Medical Service (EMS) education and training for quality improvement to the EMS personnel within the Fire Department. The class is responsible for assisting with the planning, development, implementation and training of education programs for EMS; evaluating EMS programs; and establishing and maintaining EMS education schedules, recertification requirements, and training programs. The class works within broad policy and organizational guidelines; under the direction of the Chief Medical Officer, plans and implements projects and reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

<ul style="list-style-type: none"> • Develops and organizes EMS education programs for both Basic Life Support and Advanced Life Support personnel. • Oversees the training prepared and facilitated by other instructional staff. • Coordinates with the Training Division director to develop education goals, policies, and procedures to enhance EMS education. • Participates with federal, state, regional, and local EMS agencies to enhance EMS education; serves on committees, boards, or other activities engaged in determining goals, objectives, and policies for EMS education. • Monitors EMS continuing education and employee certifications to maintain compliance with local, regional, state, and federal requirements. • Researches emerging trends, techniques and procedures in emergency medicine. • Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Counsels or instructs/trains others through explanation, demonstration and supervised practice, or makes recommendations based on professional expertise.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percentages.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; develops manuals and prepares complex reports; presents training programs.
Mental Requirements	Performs professional level work requiring the application of financial, legal or managerial methods in the solution of administrative problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and occasional exposure to unusual pressures.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization; assists in developing policies and procedures.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge	Extensive knowledge of emergency medicine principles and techniques, laws, regulations and ordinances.
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Skills	Utilizes a personal computer with various software programs. Develops training programs, policies and procedures. Develops and maintains professional relationships with employees and all levels of management and outside agencies.
Abilities	Ability to effectively plan and organize training materials. Ability to communicate and present ideas effectively both orally and in writing. Ability to prepare reports, agendas and policies.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree in education, fire science, emergency medical services, nursing, information systems, public administration or closely related fields. Bachelor's degree preferred.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of six years of related, full-time equivalent experience, with at least three years at the EMT-Paramedic level OR a minimum of six years of emergency medicine and/or critical care nursing experience. Requires experience in coordinating educational programs.
Special Certifications and Licenses	Requires a valid driver's license and driving record in compliance with the City Driving Standards. Special protective services skills and/or equipment certifications are required such as EMT-Paramedic, ACLS, PALS, BLS HCP, IS- 100, 200, 700 and IS-800. Preferred certifications include VAOEMS EMS Educator certification and instructor certifications in ACLS, PALS or PEPP, ITLS, and GEMS.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.