

## EMS TRAINING COORDINATOR

### CLASS DESCRIPTION

#### General Responsibilities:

This is responsible, professional and administrative work in the development, coordination, and implementation of Emergency Medical Services (EMS) services and programs in the Madison Fire Department (MFD). The work includes oversight of EMS training, supply/equipment logistics, event operations, data management, and quality assurance/improvement. **The work will involve the oversight, management, and coordination of both new EMT and Paramedic licenses with the State of Wisconsin, as well as with renewals. This position will be the lead liaison with the State of Wisconsin EMS Office.** Work involves considerable involvement in diverse inter-departmental and intra-departmental committee efforts and collaborations. This position will provide leadership to EMS Training Officers. The EMS Training Coordinator must exercise considerable judgment and discretion in meeting delegated program objectives. Work is performed under the general supervision of Fire Division Chief.

#### Examples of Duties and Responsibilities:

Manage the Training Division curriculum and calendar. Research department-wide training needs. Oversee and assist with curriculum development and delivery of: department-wide EMT training; Department and citywide EMS training, CPR etc.; Annual in-station drills; Company Officer and Command Staff Training; and Special Training. Collaborate with the MFD Medical Director on delivery of EMS training. Ensure quality content delivery to maintain high-level EMS delivery. Oversee compliance with state and federal EMS requirements. Ensure continuing education meets the requirements for re-licensure in the State of Wisconsin. Review training records, policy and patient care reports. Liaison with other MFD Divisions to provide time on the schedule/calendar as needed.

Oversee and assist with the development and delivery of EMS content for Paramedic, Apparatus Engineer, and Lieutenant orientations. Provide assistance with the Firefighter Recruit Academy. Oversee and assist with development of content/curriculum. Provide leadership to EMS Training Officers. Oversee implementation of Certification Programs (EMT-Basic).

Provide support to field staff. Purchase supplies, equipment, and services for the Training Division. Administer the inventory of supplies at hospitals and MFD locations. Administer EMS asset management. Assist in evaluation of new and/or replacement equipment and supplies. Oversee equipment preparation for special events. Develop and maintain equipment/vendor agreements. **Support and participate in the receipt, stocking, and maintenance of EMS supply rooms and EMS equipment. Lift, carry, and move EMS supplies and equipment. Load and unload training equipment into vehicles and apparatus as required.**

Oversee the quality and assurance of programs. Review data to ensure adequate operations.

Assist in the resolution of customer service concerns.

Perform related work as required.

## **QUALIFICATIONS**

### **Training and Experience:**

Generally, positions in this classification will require:

Two years of professional experience managing a program including some experience related to public safety or emergency management services. Such experience would normally be gained after graduation from an accredited college or university with a degree in business administration, public administration, emergency services, public safety or a related field. **Five years of experience in the delivery of Emergency Medical Service requests to 911 responses, Emergency Services, or Critical Care. Licensure (or the ability to attain within 6 months of hire) as a State of Wisconsin Paramedic is desired. Background and experience in a career, fire-based EMS service is highly desired.** Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

### **Knowledge, Skills and Abilities:**

Working knowledge of program management principles, practices, and techniques. Working knowledge of emergency management services and/or public safety principles, practices, and techniques. Working knowledge of and ability to use computer software applicable to the duties of the position, including word processing, spreadsheet, and database management. Ability to develop, administer, and evaluate delegated programs. Ability to plan, organize, and schedule activities in an effective, yet flexible and variable manner. Ability to manage multiple projects and tasks simultaneously and to give considerable attention to details. Ability to effectively manage diverse emergency incidents. Ability to collect and evaluate data, and compile narrative reports and recommendations. Ability to independently prepare, present, and defend analytic findings. Ability to perform accurate calculations. Ability to effectively and quickly process visual and auditory data. Ability to maintain office records and files in accordance with departmental and unit standards. Ability to adhere to professional standards incorporating honesty and integrity. Ability to exercise considerable judgment in the interpretation/application of departmental work rules, standards, policies and procedures. Ability to interpret, explain, and apply City, facility, and program regulations, policies, and procedures. Ability to make decisions in accordance with ordinances, regulations, departmental protocol and established working procedures. Ability to work cooperatively in a team environment. Ability to effectively participate in diverse committee efforts inherent in the Department's management team efforts, and/or to represent management interests in a variety of organizational contexts. Ability to establish and maintain effective working relationships with other City agencies and employees, and the general public. Ability to work effectively with multicultural populations. Ability to communicate effectively, both orally and in writing. Ability to serve the community in a caring, sensitive manner, and to demonstrate patience and tolerance. Ability to work independently and make sound decisions with relatively little supervision. Ability to

maintain flexibility with regard to a variety of assignments and contribute to overall functionality and productivity of the unit. Ability to maintain adequate attendance.

Necessary Special Qualifications:

Possession of a valid driver's license.

Must maintain licensure as an Emergency Medical Technician with the State of Wisconsin (Paramedic is desirable).

Must receive and maintain certificates as directed by supervisor (~~i.e., CPR~~, State of Wisconsin EMS Instructor, AHA Instructor/Coordinator, etc.).

**Physical Requirements:**

Work is ~~primarily sedentary in nature and~~ performed both in an office environment, but also in the field, supply rooms, and training environments. Employees will be expected to use standard office equipment such as a telephone, computer, calculator, copier, and fax machine.

Department/Division	Comp. Group	Range
Fire	18	08

Approved: \_\_\_\_\_  
Erin Hillson  
Human Resources Director

Date \_\_\_\_\_