

JOB DESCRIPTION

JOB TITLE: TRAINING/COMPLIANCE COORDINATOR

SUPERVISED BY: FIRE CHIEF

JOB LOCATION: AS ASSIGNED WITHIN THE RESPONSE AREA OF PAHRUMP VALLEY FIRE RESCUE SERVICE

WORK HOURS: 40 HOURS/WEEK, AS TRAINING NEEDS DICTATE

FLSA STATUS: NON-EXEMPT

PROBATON PERIOD: ONE (1) YEAR

DISTINGUISHING CHARACTERISTICS:

This position coordinates the training of Fire, EMS and health/safety compliance for Pahrump Valley Fire-Rescue Service, as per the requirements of the local, state, and federal government, under the direction of the Fire Chief. This position performs a variety of tasks, to include, but not limited to; devising training for fire, medical, Hazmat, OSHA standards and acquiring qualified instructors to teach classes.

In addition, this position may be required to perform the duties of a Firefighter as well as respond to emergency incidents, treat and transport the sick and injured to medical facilities.

ESSENTIAL JOB FUNCTIONS:

1. Organizes all medical and fire related training classes for Department members.
2. Coordinates and instructs EMT re-certification classes for Fire-EMS personnel.
3. Develops and implements all new training curricula to keep abreast of the changes in the delivery of pre-hospital patient care.
4. Coordinates and instructs FFI & FFII classes for Department members.
5. Maintains certification records for all personnel.
6. Organizes and teaches CPR and First Aid classes for the general public.
7. Composes correspondence for internal and outside departmental purposes.
8. Evaluates and acquires qualified Instructors for training classes.
9. Attends to public relations as it pertains to training.
10. Acts as liaison to medical facilities and other health related agencies.
11. Provides ambulance services to the public.
12. Assists in the development and implementation of safety, training, and accident prevention programs to reduce or eliminate occupational accidents, injuries, illness, death and/or financial loss.
13. Schedules and conducts inspections of work areas to detect potential or existing unsafe/hazardous conditions or unsafe work practices and ensures work is performed in adherence to established procedures.
14. Coordinates in the development of training in safety and loss prevention, including Occupational and Safety Health Administration requirements, aimed at reducing injuries/accidents in the workplace.
15. Acts as Infectious Control Officer and actively promotes infection control and prevention for all staff.
16. Ensures staff is familiar with infection control policies and procedures.
17. Provision of basic life support/CPR, including procedures that are essential to a patient's life and future well being.

18. Assessment of patients.
19. Stabilization of fractured bones; stabilization of spine; treatment for shock; bleeding control; ability to monitor and recognize life threatening heart rhythms; takes blood pressures; administers oxygen; and other medical treatment as necessary.
20. Attends training sessions as required by local, state, federal government, Fire Chief, and Medical Director. Maintains required skill levels in medical care procedures.
21. Performs other duties as may be assigned.

ABILITIES:

- Position requires continuous and repetitive motion; strenuous physical effort; ability to lift and carry heavy objects, equipment and persons.
- Must be punctual and timely in meeting all requirements of performance.
- Communicate effectively both orally and in writing.
- Read and comprehend Department rules and regulations.
- Conduct and/or coordinate effective training sessions.
- Coordinate, interpret, and transmit priorities so that they can be accomplished.
- Establish goals and set priorities for action.
- Act efficiently under pressure and stressful situations.
- Work as part of a team and adapt to dormitory like situations showing tolerance, tact, and respect for others, including paid and volunteer staff.
- Deal effectively with superiors, co-workers, and the public.
- Deal calmly and professionally with people in crisis situations.
- Perform CPR for extended periods of time to resuscitate victims.
- Basic computer and office equipment operation.
- Operate and utilize medical apparatus and equipment.
- Knowledge of the safety rules and regulations mandated by federal and state law, as well as the American Disabilities Act.
- Knowledge of occupational safety policies and procedures.
- Knowledge of training principles and practices.
- Ability to assist in the development and implementation of training programs.
- Ability to operate a personal computer.

WORKING CONDITIONS:

Unavoidable exposure to hazards, including, but not limited to, toxic agents, smoke, bodily fluids, dust, fumes, heat, cold, noise, odors. Ability to work in confined spaces. Must be able to work varied shifts, hours and locations, including weekends and holidays.

SKILLS AND EXPERTISE:

Graduation from high school or G.E.D. equivalent.

Licenses: 1) Valid Class B Nevada Motor Vehicle Operator's License; 2) Possession of valid EMT-I (Intermediate or higher certification) certificate licensed by the State of Nevada at time of appointment; 3) BLS-C Certification; 4) Nevada State Certification as an EMS Instructor; 5) American Heart Association Certification as a BLS Instructor; 6) Possess, or ability to possess within short time frame prior to any incident response, Ambulance Attendant License; 7) Three years experience as a FF/EMT-I (or higher certification); 8) Preferably Community Emergency Response Team Certification and Instructor; 9) Management of Emergency Medical Services Certification; 11) Certification as Firefighter Instructor and the ability to obtain Nevada State Firefighter Instructor Certification within 90 days of hire; 12) Any other licenses/certifications required by the State of Nevada, Fire Chief, or Medical Director based upon the current or future operations of the Department. **Must maintain valid licenses and/or certificates throughout incumbency.**

SPECIAL CONDITIONS:

This position may be required to work outside normal work hours. The applicant for this position will be required to pass a physical examination and drug screening.