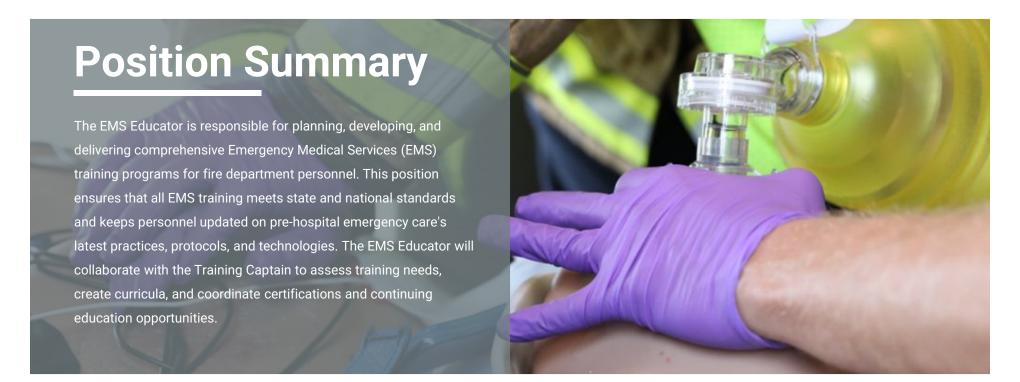
# EMS Division Job Descriptions



#### **EMS Educator**

Grade FP1



### Fire Fighter Paramedic

Grade FP1



## **Position Summary**

The Firefighter Paramedic is responsible for delivering advanced emergency medical care as a paramedic and performing firefighting duties when required. This role involves responding to various medical emergencies, providing life-saving interventions, and ensuring the safety and well-being of patients. In addition, the Firefighter Paramedic supports fire suppression and hazardous materials response and participates in fire prevention activities. Working in a dynamic, high-pressure environment, the position requires a strong focus on EMS functions with integrated fire department duties.

 Additional certifications to be obtained within one (1) year of hire: ProBoard and/or IFSAC Hazardous Materials Awareness and Operations, Fire Fighter I, BlueCard Command Certification.

#### **Executive Assistant for EMS**

Grade 13

## **Position Summary**

The Executive Assistant for EMS plays a pivotal role in ensuring the efficient operation of the department by providing high-level administrative support to executive leadership and fire department personnel. This position demands strong independent judgment and the ability to effectively plan, prioritize, and manage various tasks in a fast-paced environment. Exceptional communication skills, both oral and written, are essential for success. The role involves close coordination with various city departments, fire and EMS agencies.

- Requires High School Diploma or General Equivalency Degree (G.E.D)
- Associate's Degree or higher preferred.
- · Minimum of 3 years' experience providing administrative support at a high level.
- Experience in an EMS or Fire Department setting is preferred.



