

EMS Division Job Descriptions



EMS Educator

Grade FP1

Position Summary

The EMS Educator is responsible for planning, developing, and delivering comprehensive Emergency Medical Services (EMS) training programs for fire department personnel. This position ensures that all EMS training meets state and national standards and keeps personnel updated on pre-hospital emergency care's latest practices, protocols, and technologies. The EMS Educator will collaborate with the Training Captain to assess training needs, create curricula, and coordinate certifications and continuing education opportunities.



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.



A photograph of a medical professional in a hospital setting. The professional is wearing purple nitrile gloves and a high-visibility vest with reflective stripes. They are working with medical equipment, including a clear plastic IV bag and a blue device. The word "QUESTIONS?" is overlaid in large, white, bold, sans-serif font in the center of the image. The background is slightly blurred, showing other medical equipment and a patient's arm.

QUESTIONS?