

Classification Title: Public Safety Training Specialist

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Provides emergency medical service, fire, and emergency communications education and training to County employees and contracted agencies. Develops, facilitates and distributes skills training and related materials.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Assesses needs and requirements and develops curriculum for training. Coordinates or delivers courses or materials which may include employee orientation and fire and rescue training. Maintains records of training and evaluations for future use.
2	V	Directs, supervises and participates in training exercises. Sets up materials and props. Submits course completion records and related documentation to certifying body.
3	S	Maintains certifications by attending training or instructor workshops. Submits documents for certification to appropriate agencies.
4	H	Provides direct services which may include staffing the emergency operations center, providing paramedic care or investigating fires. Acts as technical adviser to city and county agencies.

CLASSIFICATION REQUIREMENTS:

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Education	Associate's degree in Emergency Medical Services, Emergency Management, Fire Protection or related field.
Experience	Four years experience in public safety programs.

CLASSIFICATION REQUIREMENTS	
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	<p>EMS: Emergency Medical Technician-Paramedic, CPR Instructor, Advanced Cardiac Life Support Instructor, Basic Trauma Life Support Instructor Pediatric Advanced Life Support Instructor and Emergency Vehicle Operator Instructor. Valid driver's license may be required.</p> <p>Fire/Rescue: Fire Inspector Level I, Fire Fighter II, Hazardous Materials Operational Level Responder, Fire Instructor Level II and prior training in Incident Command Systems and Bloodborne Pathogens. Valid driver's license may be required.</p>
Reading	Intermediate
Math	Intermediate
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy	X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.		Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Medical equipment, simulators, fire gear, hand and power tools, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
X Outdoors (see 1 below)	Other (see 2 below)

(1) Public Safety Training Center.

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

EMS: Personal protective equipment: gowns and/or chemical suits, gloves (exam, safety, chemical), face shields/goggles, HEPA masks, full-face respirators, helmets, turnout gear, and composite toe boots.

Fire/Rescue: Personal protective equipment, SCBA, respirator, turn out gear, eye protection, hard hat fire fighting tools, nozzles and appliances.