



## TOWN OF MILTON, VERMONT 05468-3205

Dept. of Public Safety • 43 Bombardier Road • 802-893-6655 • FAX: 893-1005

### Town of Milton Job Description

**Position:** EMS Officer III

**Title:** Training Officer

**Department:** Rescue

**Classification:** Full time

**Shifts:** (3) 12 hour shifts per week, may include nights, weekends and holidays. Eligible for Overtime.

#### Summary

The Training Officer, under the supervision of the Rescue Chief or designated supervisor, oversees the delivery of, as well as delivers, emergency pre-hospital patient care and transportation within their scope of practice. The Training Officer oversees and coordinates all aspects of the Rescue Department's training.

#### Essential Duties and Responsibilities

- Responds to emergencies, provides pre-hospital care within their scope of practice
- Ensures crew compliance with established Department and District 3 policies, guidelines, protocols and procedures, identifies and corrects any deficiencies
- Organizes training and maintains the Milton Rescue Credentialing Program as required by the State of Vermont and the National Registry
- Assists with members' biennial credential recertifications
- Maintains and updates all training packets and resources for continued crew advancement
- Participates in monthly District 3 EMS Case Review as able
- Oversees Quality Assurance/Quality Insurance for all Milton Rescue run forms
- Assumes responsibility and accountability for their shift as a leader of the department, meets with personnel to assess and review individual training plans, counsels and assists subordinate staff, and provides leadership and guidance regarding training
- Assists in coordination of staff to create an optimal and efficient training environment
- Inspects and cleans station and ambulances as needed
- Participates in the development of training initiatives to motivate staff and volunteers, develops policies and standard operating procedures to further the goals of the EMS agency and the Town of Milton
- Responds to personnel-related issues in accordance with established policies, guidelines, protocol and procedures; handles issues and provides direction and assistance, acts with total confidentiality when necessary or required by law
- Other duties as assigned

**Skills and Abilities**

- Excellent verbal communication skills and comprehension; ability to follow orders with exactness
- Ability to function at an optimum level in a non-structured, often difficult environment that is constantly changing
- Proven critical reasoning skills
- Excellent judgement, ability to prioritize difficult decisions, ability to act quickly in the best interest of a patient and personal/patient safety

**Minimum Qualifications**

- High school diploma or equivalent required
- Valid Driver's License
- NIMS 100, 200, 700
- Nationally Registered Advanced Emergency Medical Technician (AEMT), or higher
- An active State of Vermont EMS license
- Two (2) years' experience as a "crew chief," leading and responding to calls for emergency medical care on a transporting ambulance

**Working Conditions**

Work includes long hours and the potential for overtime based on the operational needs of the Department. Considerable kneeling, bending, and lifting while caring for and moving patients is possible. Exposure to contagious diseases and viruses is possible. Work indoors and outdoors, under all types of weather conditions is required. Work can be physically strenuous, stressful, potentially emotional, and will involve life-or-death situations.

**Other Requirements**

- Ability to lift 75 pounds unassisted and 150 pounds with assistance
- Ability to pass the Town of Milton's initial background investigation, medical and drug screen, including a physical
- Ability to meet the psychological, physical, and temperamental requirements of the job