

RESOLUTION 2025-008

**A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF THE IMMOKALEE FIRE CONTROL DISTRICT ADOPTING THE REVISED JOB DESCRIPTION – EMS TRAINER (PART-TIME)**

The undersigned, being all of the Fire Commissioners of the Board of Fire Commissioners of the Immokalee Fire Control District, a governmental entity, by this instrument at a meeting of the Board of Fire Commissioners, hereby consent to the following resolutions:

**WHEREAS**, the Board of Fire Commissioners of the Immokalee Fire Control District adopts and amends job descriptions for current and future positions necessary to operate the District; and

**WHEREAS**, the Board of Fire Commissioners of the Immokalee Fire Control District desires to adopt the Job Description – EMS Trainer (Part-Time), attached hereto as Attachment 1;

**NOW THEREFORE**, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF THE IMMOKALEE FIRE CONTROL DISTRICT that Job Description – EMS Trainer (Part-Time), attached hereto as Attachment 1, is hereby adopted.

This resolution shall take effect immediately upon its adoption.

The foregoing resolution was offered by Commissioner Halman who moved for its adoption. The motion was seconded by Commissioner Keen, and the Vote was as follows:

- Commissioner Joseph Brister
- Commissioner Robert Halman
- Commissioner Donald Gunthner
- Commissioner Bonnie Keen
- Commissioner Patricia Anne Goodnight

      
      
      
      
    

Duly passed and adopted on this 17th day of April, 2025.

Board of Commissioners of the Immokalee Fire Control District

By: Joseph Brister  
Joseph Brister, Chair

**ATTACHMENT 1**  
**IMMOKALEE FIRE CONTROL DISTRICT**  
**JOB DESCRIPTION**

**JOB TITLE: EMS TRAINER (PART- TIME)**

**DIVISION: SAFETY AND TRAINING**

**RANK: N/A**

**FLSA STATUS: Non Exempt**

**GENERAL FUNCTIONS:**

- The purpose of this classification is to plan and administer the District's Emergency Medical Technician (EMT) and Paramedic continuing education, credentialing and related programs. The position involves identifying medical training and development needs, developing medical training plans and schedules, overseeing the logistical aspects of medical training, preparing correspondence and reports regarding medical training, participating in the District's quality assurance program, and the development and tracking of medical performance benchmarks.

**REPORTING RESPONSIBILITIES:** Division Chief of Safety and Training

**SUPERVISORY RESPONSIBILITIES:** Those under their command during EMS training and testing, and/or medical incidents.

**REQUIREMENTS**

- Must possess (or obtain within one year) and maintain ACLS Instructor Certification.
- Must possess and maintain a valid Florida Driver's License
- Must possess and maintain a valid State Certification as a Florida Paramedic, with a minimum of five (5) years' Paramedic experience.
- May be required to attain and maintain other certifications as related to position or for specialized areas of assignment.

**DISTINGUISHUNG RESPONSIBILITIES**

The Essential Functions contained within this Position Description are representative of the required responsibilities for the position, and may not include all responsibilities. The omission of specific statements of duties does not exclude them from the position's responsibilities if the work is similar, related or a logical assignment for this position. Other duties may be required as assigned.

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- Observes, assists, and provides instructions to District's EMT and Paramedic personnel treating patients.
- Assists in the development and implementation of medical training programs for the District; identifies training and development needs by using needs assessments and by conferring with the Division Chief of Safety and Training or designee.
- Assists in the preparation, maintenance and distribution of a variety of training related documents and materials; prepares course registration forms; prepares attendance information; compiles data and prepares reports of training programs provided, total training hours completed by employees, etc.
- Assists in developing medical training schedules for District personnel; formulates lesson plan for continuing education credits.
- Assists in the tracking and assessment of the medical performance aspect of all District Paramedics, including Comparison Diagnosis, Skill Performance Evaluations, etc.
- Assists in the development of individual and system wide performance improvement plans.
- Assists in the development and implementation of all District medical protocols.
- Participates in the performance of Quality Assurance (QA) reviews with Firefighters and colleagues; reviews QA database to ensure personnel meet all requirements.
- Assists in the prioritization and scheduling of medical training for the District's Paramedic Continuing Education and Credentialing Program and the comprehensive District medical training plan.
- Assists in identifying medical training resources, to include in-house trainers, local training facilities and institutions, videos, manuals, automated tutorial programs, etc. Maximizes the use of these resources to support medical training plans.
- Assists in making the logistical arrangements for planned medical training. Assists in scheduling instructors and/or guest speakers, reserves training facilities and obtains needed equipment, materials and supplies.
- Prepares and sets up training facilities, to include setting up rooms, furniture, refreshments, equipment, etc. and works to meet specific requests from the District and/or instructors.
- Assists with scheduling of the District's in-service medical training.

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- Assists in developing, providing and/or supervising medical training and development courses; observes classes to assess appropriate content; evaluates training effectiveness; and identifies modifications and/or improvements as necessary.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Participates in the performance of medical field evaluation as needed in accordance with the Paramedic Continuing Education and Credentialing Program.
- Teaches emergency medicine, OSHA, biohazard requirements, and medical techniques during orientation and/or in-service training to new employees, firefighters and other personnel.
- Assists with the development and implementation of remediation training programs.
- Maintains training and re-certification records for, EMTs, Paramedics, and District Certified Paramedics.
- Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new equipment, methods, procedures, and advances in the profession; reads professional literature; maintains professional affiliations; participates in physical fitness training and continuing education activities as required; attends workshops, seminars, and training sessions as appropriate.
- Documents all activity conducted in assigned position; reviews documents processed by others to ensure accuracy; operates a computer to research, review, enter and/or modify information in District databases.
- Responds to questions, complaints and requests for information/assistance from the general public, patients, fire, law enforcement, and medical personnel, various agencies, employees, officials, supervisors, or other individuals.
- Maintains current field and code manuals, policy and procedures, employee handbooks, various maps, addresses, and related material for reference and/or review; reads medical journals and other professional literature.
- Attends staff meetings and in-service training as required to remain knowledgeable of District operations, to promote improved job performance, and to stay current with changing emergency medicine techniques and state/municipal policies, procedures, codes and laws.
- Prepares and/or receives a variety of forms, logs, requests, records, reports, correspondence, and other documents associated with the daily responsibilities of this

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position; reviews, completes, processes, approves, forwards, maintains, and/or takes other action as appropriate; prepares and maintains files and records.

### ADDITIONAL RESPONSIBILITIES

- Answers the telephone; provides information, guidance and assistance; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.
- Operates an assigned motor vehicle; maintains cleanliness of and fuels vehicle; checks tire inflation and fluid levels; requests or schedules service and/or repairs as needed.
- Performs other related duties as required.

### PERFORMANCE APTITUDES:

**Data Utilization:** Requires the ability to compile, assemble, copy, record data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition and subtraction. May include counting, recording of counts, and basic measuring.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined which are often characterized by frequent change.

### ADA COMPLIANCE:

**Physical Ability:** Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of

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stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, water hazards, bright/dim light, toxic agents, disease, pathogenic substances, or animal/wildlife attacks.

*Immokalee Fire Control District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**ACCEPTANCE:**

I hereby certify that I have read and understand the above job description.

\_\_\_\_\_  
EMS Trainer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date