



# MOORE COUNTY GOVERNMENT



## Position Vacancy Announcement

# LOGISTICS TRAINING CHIEF PUBLIC SAFETY / EMS

*This Position is Full Time with Benefits*

**VACANCY NUMBER**  
20-091

**HIRING RANGE**  
\$51,059 - \$61,267

**OPENING DATE**  
October 6, 2020

**CLOSING DATE**  
Open Until Filled

**TO APPLY**  
Please submit your application online at  
[www.moorecountync.gov](http://www.moorecountync.gov)

**QUESTIONS?**  
Please call the Moore County Human Resources Office at (910) 947-6362.

**OR**  
You may also visit us at  
302 Monroe Street  
Carthage, NC 28327.

### **ESSENTIAL JOB DUTIES:**

Performs difficult technical and administrative work designing and administering a training program for the Moore County EMS Division, overseeing a variety of computerized systems and medical equipment maintenance, and overall logistical operations for the Department of Public Safety.

### **KNOWLEDGE AND SKILL REQUIREMENTS:**

See pages 2 - 4 below.

### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

See pages 2 - 4 below.

### **SPECIAL REQUIREMENTS:**

- Certification by the State of North Carolina as an EMT at the Paramedic Level
- Must possess and maintain a valid North Carolina Driver License
- Certification as a Level II Emergency Services Instructor at the Paramedic level as approved by the North Carolina Office of EMS. ICS 100, 200, 700, and 800; ICS 300 and 400 (or within 6 months of hire); NAEMD and EFD certifications (or within 1 year of hire); Maintain ICS Courses as required by NIMSCAST.

### **PHYSICAL REQUIREMENTS:**

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, and wearing a respirator; the worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

### **BENEFITS**

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k)
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.
- **Holiday, Annual and Sick Leave** for eligible employees

*The County of Moore is a drug-free workplace and Equal Opportunity Employer.*

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

**All applicants tentatively selected for this position will be required to submit to a background check, pre-employment drug test, and post offer physical.**

*Moore County is an E-Verify Participant*



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## LOGISTICS TRAINING CHIEF RESPONSIBILITIES

### ESSENTIAL FUNCTIONS (TYPICAL JOB TASKS):

- Plans and coordinates all emergency medical services training programs for the Moore County EMS Division and maintains all training records
- Oversees training for all Moore County EMS Division employees, coordinates training between the Medical Director, EMS Captains, and EMS Corporals
- Prepares training instructional content and conducts training or arranges training by others on various relevant topics to the work of employees, documents training conducted
- Reviews documentation on calls and treatment provided to look for trends in care and treatment concerns
- Works with the Medical Director to address training issues, protocol changes, or scope of practice issues and makes revisions and changes in these areas with the Medical Director' approval
- Conducts and oversees remediation programs for EMS Division employees with identified skills deficiencies
- Assures Technical Scope of Practice evaluations for new employees and employees being re-credentialed are conducted
- Attends classes and seminars to stay abreast of changing regulations, consults with personnel and assures that the practices and procedures of the Moore County EMS Divisions remain compliant with state regulations
- Responds to major incidents as a paramedic during times of staffing shortages or during any major incident to evaluate field personnel and assist in the emergency

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of procedures and techniques for administering emergency medical care and of anatomy and physiology
- Considerable knowledge of training techniques and adult learning, prehospital emergency equipment, and materials utilized in providing emergency care
- Skills in planning, organizing, and managing the training function of a large and complex EMS Division
- Developing and organizing programs and activities to achieve the level of emergency medical services required by the citizens of Moore County
- Ability to interpret, explain, and apply a wide variety of policies, procedures, and regulations
- Skill in conveying principles and practices of emergency medical care to students
- Ability to develop lesson plans and to organize materials to teach personnel

### EDUCATION AND EXPERIENCE:

\*\*\*See pages 3 - 4 below



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## LOGISTICS TRAINING CHIEF

### Step 1 – Minimum Education and Experience

- High School Diploma or GED Equivalency and Paramedic Certification, (6) job related certifications, (4) years of experience in administrative/management with emphasis on education of emergency services **OR**
  - Associate of Applied Science and Paramedic Certification, (6) job related certifications, (3) years of experience in administrative/management with emphasis on education of emergency services **OR**
  - Bachelor's Degree and Paramedic Certification, (6) job related certifications, (2) years of experience in administrative/management with emphasis on education of emergency service **OR**
  - Master's Degree and Paramedic Certification, (6) job related certifications, (1) years of experience in administrative/management with emphasis on education of emergency services
- AND North Carolina Office of EMS Level I Instructor**

### Step 2

- High School Diploma or GED Equivalency and Paramedic Certification, (7) job related certifications, (4) years of experience in administrative/management with emphasis on education of emergency services **OR**
  - Associate of Applied Science and Paramedic Certification, (7) job related certifications, (3) years of experience in administrative/management with emphasis on education of emergency services **OR**
  - Bachelor's Degree and Paramedic Certification, (7) job related certifications, (2) years of experience in administrative/management with emphasis on education of emergency service **OR**
  - Master's Degree and Paramedic Certification, (7) job related certifications, (1) years of experience in administrative/management with emphasis on education of emergency services
- AND National Registry EMT-P required to be promoted above Step 2**

### Step 3

- High School Diploma or GED Equivalency and Paramedic Certification, (8) job related certifications, (4) years of experience in administrative/management with emphasis on education of emergency services **OR**
  - Associate of Applied Science and Paramedic Certification, (8) job related certifications, (3) years of experience in administrative/management with emphasis on education of emergency services **OR**
  - Bachelor's Degree and Paramedic Certification, (8) job related certifications, (2) years of experience in administrative/management with emphasis on education of emergency service **OR**
  - Master's Degree and Paramedic Certification, (8) job related certifications, (1) years of experience in administrative/management with emphasis on education of emergency services
- AND graduated from an approved management program**

### Step 4

- High School Diploma or GED Equivalency and Paramedic Certification, (9) job related certifications, (4) years of experience in administrative/management with emphasis on education of emergency services **OR**
  - Associate of Applied Science and Paramedic Certification, (9) job related certifications, (3) years of experience in administrative/management with emphasis on education of emergency services **OR**
  - Bachelor's Degree and Paramedic Certification, (9) job related certifications, (2) years of experience in administrative/management with emphasis on education of emergency service **OR**
  - Master's Degree and Paramedic Certification, (9) job related certifications, (1) years of experience in administrative/management with emphasis on education of emergency services
- AND must meet all requirements for steps 1, 2, and 3**

### Step 5

- High School Diploma or GED Equivalency and Paramedic Certification, (10) job related certifications, (4) years of experience in administrative/management with emphasis on education of emergency services **OR**
  - Associate of Applied Science and Paramedic Certification, (10) job related certifications, (3) years of experience in administrative/management with emphasis on education of emergency services **OR**
  - Bachelor's Degree and Paramedic Certification, (10) job related certifications, (2) years of experience in administrative/management with emphasis on education of emergency service **OR**
  - Master's Degree and Paramedic Certification, (10) job related certifications, (1) years of experience in administrative/management with emphasis on education of emergency services
- AND must meet all requirements for steps 1, 2, and 3 and possess current North Carolina Office of EMS Level II Instructor**



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## Job Related Certifications, Instructor, and Credentials

### Emergency Medical Services

North Carolina Paramedic  
Nationally Registered Paramedic  
Critical Care Paramedic  
Basic Cardiac Life Support  
Advanced Cardiac Life Support  
Advanced Medical Life Support  
Advanced Stroke Life Support  
Pediatric Education for Pre-hospital Providers  
GEMS  
Pediatric Advanced Life Support  
Basic Trauma Life Support  
Pre-Hospital Trauma Life Support  
Advanced Trauma Life Support  
Tactical EMS (TEMS)  
EMS Cyclist Course - International Police  
Mountain Bike Association

### EMERGENCY MEDICAL SERVICES INSTRUCTOR

NCOEMS Level I Instructor  
NCOEMS Level II Instructor  
Basic Cardiac Life Support  
Advanced Cardiac Life Support Instructor  
Advanced Cardiac Life Support Experienced Provider  
Instructor  
Pediatric Advanced Life Support Instructor  
Basic Trauma Life Support Instructor  
Pre-Hospital Trauma Life Support Instructor

### COMMUNICATIONS

Emergency Medical Dispatch  
Emergency Fire Dispatch  
Emergency Police Dispatch  
Division of Criminal Justice Information

### Emergency Management

NC EM Associate Level  
NC EM Executive Level  
Hazardous Materials Awareness  
Hazardous Material Level I Responder (Operations)  
Hazardous Materials Technician  
National Incident Management System (100, 200, 300,  
400, 700, & 800)  
NIMS Train the Trainer

### Fire

North Carolina Certified Firefighter I  
North Carolina Certified Firefighter II  
North Carolina OSFM Instructor (Fire or  
Rescue)  
Certified Fire Investigator  
Level I - III Fire Inspector  
Emergency Vehicle Driver

### RESCUE

Rescue Technician  
Swift water Rescue Technician I  
Swift water Rescue Technician II  
Confined Space Rescue Technician  
Structural Collapse Rescue Technician  
Fundamentals of Search and Rescue  
Mantracking  
Managing The Search Function

### Examples of Approved Management Programs

Graduation from an Approved EMS  
Management Program  
Graduation from an Approved Disaster  
Management Program  
Graduation from an Approved Fire/Rescue  
Service Management Program