

# PLEASURE RIDGE PARK FIRE DISTRICT POSITION DESCRIPTION

## **Medical Training Officer**

Division: Training  
Supervised by: Chief of Training  
FLSA Status: Exempt/Career  
Date Revised: 2/16/2026

### **GENERAL PURPOSE**

Under the direction of the Battalion Chief over training, designs and implements employee development and medical training programs including training programs in management, leadership, supervision, quality improvement, team building, safety, and skills training.

### **SUPERVISION RECEIVED**

Receives supervision from the Battalion Chief over training in addition to Director of EMS Operations and Compliance

### **SUPERVISION EXERCISED**

Paramedics, Emergency Medical Technicians (Advanced and Basic) and personnel assigned to their command, Supervisor status must be obtained with professional development at Pleasure Ridge Park Fire Protection District within one year if not already a supervisor.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Medical Training Officer (MTO) is expected to exercise judgment and initiative in analyzing and resolving medical training needs and problems. Work is performed in accordance with Department policies and procedures, Kentucky Board of Emergency Medical Services (KBEMS), approved medical protocols, and the Department Medical Director.

- . Assist with compliance of the District's Emergency Medical Training/Operations with the Kentucky Board of Emergency Medical Service (KBEMS)
- . Maintains updated medical operations/training policies
- . Assures medical apparatus equipment are maintained and ready for operation and periodically evaluates the performance of medical apparatus and equipment
- . Monitors emergency medical responses and performance of operational medical units through quality assurance
- . Complete, or cause to be completed, all records required of emergency medical responses, accidents, injuries, trainings, and other situations for which documentation is required
- . Interpret and apply departmental policies and procedures; enforce compliance
- . Evaluates the performance of subordinate medical personnel; reviews the evaluations of their subordinate personnel
- . Assist in the development and implementation of goals, objectives, policies and priorities for the Fire District

- . Maintains positive working relationships with PRPFD members and Board of Trustees
- . Represent the Fire District in public appearances regarding medical operations and related subjects as required
- . Analyzes data and prepares technical reports regarding divisional activities
- . Responds to a wide range of incidents and emergency calls as needed.
- . Coordinates, develops, and implements training programs relating to EMS (BLS / ALS), management, leadership, supervision, quality improvement, team building, safety, and skills training; evaluates effectiveness of training and development programs and uses relevant evaluation data to revise or recommend changes in instructional objectives and methods.
- . Plans and prepares training courses in the use of Advanced Cardiac Care with the use of monitors, drugs, drug calculations, etc., according to ALS guidelines.
- . Prepares and submits protocol changes as needed to the Assistant Chief over EMS, as directed by Department Medical Director.
- . Plans, prepares, and conducts instruction in procedures for verbal and written reports and documentation on the observation and care of patients at the emergency scene and in transit to the hospital.
- . Trains Emergency Medical Technicians/Paramedics in the techniques of determining the nature and extent of illness and injury.
- . Instructs personnel in the classroom and practical settings.
- . Coordinates, plans and monitors EMT / Paramedic training and re-certification.
- . Works with the EMS Quality Assurance Manager to design training to correct individual or Department wide deficiencies.
- . Conducts orientation classes for new lateral transfer EMT/Paramedics.
- . Performs any and all other duties as assigned by the Deputy Chief or Chief

#### **PERIPHERAL DUTIES**

- . Performs the duties of command personnel within the Incident Management System, as needed
- . Serves as a member of various PRPFD committees
- . Performs other duties, as assigned

#### **MINIMUM QUALIFICATIONS**

- Kentucky Licensed Paramedic
- Paramedic a minimum of five (5) years
- Kentucky Paramedic Instructor

- Basic Life Support (BLS) CPR Instructor
- Advanced Cardiac Life Support (ACLS) Instructor
- Pediatric Advanced Life Support (PALS) Instructor
- National Incident Management (NIMS) certificates: \*
  - IC100
  - IC200
  - IC300
  - IC700
  - IC800

\* Must obtain within one (1) year of being assigned to position of Medical Training Officer.

- High School Diploma or equivalent
- Valid Driver's License

**Necessary Knowledge, Skills, and Abilities:**

***Thorough knowledge of:***

- Emergency Medical Treatment & Transportation practices and standards
- District medical equipment, ambulances and medical response policies
- Motivational skills pertinent to career emergency medical responders

***Ability to:***

- Prepare and maintain adequate and orderly reports and records
- Effectively supervise others
- Follow verbal and written instructions
- Establish and maintain effective working relationships
- Handle all physical requirements of the job
- Plan, assign, and direct the work of subordinates in emergency conditions and routine work
- Analyze situations quickly and correctly and make decisions regarding the best methods of managing emergency situations
- Work effectively with other PRPFD members, Board of Trustees, supervisors, and the public
- Skill in operation of the listed tools and equipment
- Analyze data, create plans, and develop budgets
- Rapidly make critical decisions under emergency circumstances
- Write, communicate, and report in descriptive detail
- Act as liaison and foster positive community and governmental interactions
- Delegate and organize multiple, changing responsibilities

- . Prioritize work to meet goals and objectives within acceptable time frames
- . Plan, evaluate, assign, and coordinate activities performed by assigned division
- . Prepare technical and administrative reports
- . Work with others in a high-pressure situation with a minimum of supervision
- . Approach problem-solving as an innovative process
- . Meet Special Requirements, as listed

**DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES**

- . Any additional education in Fire Science, EMS, support services, or administration
- . Successful completion of National Fire Academy Executive Fire Officer Course
- . Familiarity with:  
Pleasure Ridge Park area  
Pleasure Ridge Park Fire District By-Laws, Policies and Procedures

**SPECIAL REQUIREMENTS**

- . Must be 18 years or older at time of hire
- . Must be of good moral character with no criminal or felony arrest record inconsistent with the provisions of this paragraph. Unacceptable will be persons who have been convicted of a felony, or have been convicted of more than two misdemeanors, or who have any criminal action pending against them. The District reserves the right to disqualify an applicant for multiple misdemeanors, arrests, or traffic violations.
- . This classification requires the use of a District vehicle. In order to drive, individuals must be physically capable of operating the vehicle in a safe manner, including during emergency operation and response, and must possess and maintain throughout the course of employment a valid Kentucky motor vehicle operator's license.
- . Must be able to read, write, and speak the English language
- . Must meet insurability requirements of District insurance carrier
- . Must meet District physical standards

**SELECTION GUIDELINES**

May include any or all of the following: Formal application; review of education and experience; written examination or assessment center; oral board; background/driver's license verification and check; hiring list; offer of employment; post offer physical examination including drug screen

**TOOLS AND EQUIPMENT USED**

Vehicle; radio; pager; personal computer; calculator; telephone; tape recorder; Fire and EMS equipment

and apparatus

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the member is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The member is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The member must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 175 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. The individual is exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance. The member occasionally works near moving, mechanical parts and in high, precarious places, and may be occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

*The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

*PRPFD maintains a drug-free workplace.*