



South Fork Fire Protection District

“Serving with Honor and Compassion”

Position Title: Transport Specialist

Employment Status: Full time Paid; FLSA Exempt

Starting Wage: \$36,000 Annually

Work Hours: 15 twenty-four hour shifts per month. Additional opportunities for extra transports are available subject to transport need and employee discretion.

Effective Date: 12/1/2020

Position Description Summary: The Transport Specialist position is responsible for the coordination and execution of interfacility transports between hospitals. The specialist position maintains daily hours at SFFR station 1, typically 0800-1700 depending on recent transport activity. While on station duty, the specialist is responsible for ambulance readiness, stocking, and med checks for their assigned unit. The director also assists with 911 ambulance calls in district if not occupied with other activities. Upon the origination of an interfacility transport, the specialist will be responsible for patient care between facilities. During an IFC, the specialist is responsible for all operations and logistics to complete the transport.

Supervision: The transport specialist is directly supervised by the officer on duty during that particular day (Either the Captain or the Chief). The specialist is also under the supervision of the Transport Director, whom heads that division.

The specialist supervises the transport driver during interfacility transports.

Duties and Responsibilities:

- Conduct interfacility transports between sending and receiving hospitals providing excellent advanced life support and professional care.
- Complete patient care reports in an accurate and timely manner.
- Review patient care reports from other personnel to ensure quality and accuracy.

Duties and Responsibilities Continued:

- Participate in capital improvement projects with other SFFR staff and assist other members with station improvements.
- Respond to 911 calls within SFFR's district unless engaged in other transport activities.
- Ensure the security and accountability of medical supplies, ALS medications and follow established protocols for storage and record keeping.
- Become proficient with all equipment utilized in the performance of an interfacility transport.
- Perform weekly ambulance checks on assigned apparatus and ensure readiness of medical equipment.
- Other duties as assigned.

Required Qualifications:

- Three years of experience working as a firefighter/EMT or any equivalent combination of experience and training that provides the skills and knowledge necessary.
- Possess a Colorado or National Registry EMT-I99 or EMT-P certification.
- Possess a current ACLS certification.
- Possess or obtain PALS certification.
- Current healthcare provider CPR certification.
- Haz-Mat Awareness certification.
- Possess or obtain ICS 100, 200, 700, and 800.
- High school diploma or GED.
- Valid driver's license.
- Minimum 21 years of age.

Highly Desirable Qualifications:

- Associates or Bachelor's degree.
- ICS 300 and 400 certifications.
- Haz-Mat Operations certification.

Physical Requirements:

- This position includes a portion of sedentary administrative work reviewing and authoring reports that may include sitting for extended periods.
- Position may require standing, sitting, running, walking, kneeling, stooping, bending, lifting, squatting, pushing and pulling, reaching overhead and away from the body, and repetitive motion.
- Must be able to perform duties while wearing PPE such as a breathing apparatus and/or mask.
- Position has the potential for prolonged and strenuous activity (such as sustained cardiovascular resuscitation).
- Position requires specialist to be alert and attentive to patient needs during all times of day and night.
- Position requires ability to function proficiently during red eye hours due to middle-of-the-night transports.