



495 Apex Valley Rd. / PO Box 638

Black Hawk, CO 80422

Phone: (303) 582-5499

Fax: (303) 582-3390

Field Training Officer (FTO)

Gilpin Ambulance Authority maintains job descriptions for each position in the department's organizational structure. Upon hiring or promotion, all employees will be provided with the description of the position into which they have entered. Job descriptions will contain, but will not be limited to:

- Position title
- Pay range
- Description of basic position functions and duties
- Reporting relationships and authorities
- Required qualifications, knowledge, skills, and physical and mental abilities

All qualifications listed in the "Additional Qualifications" section must be obtained within one year of hiring or promotion unless specific exceptions are granted by the Chief due to a lack of available training. Employees who fail to obtain all "Additional Qualifications" within the appropriate timeframe or maintain those certifications throughout their employment with Gilpin Ambulance Authority may be subject to disciplinary action up to and including termination for failure to meet the requirements of their position.



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Field Training Officer

Supervisor	Training Captain and/or Shift Captain
Directs	Assigned Employees in the Field Training Program or on Performance Improvement Plans
FLSA Status	Non-Exempt
Employment Classification	Full-Time
Pay Range	\$70,624.15 - \$96,046.08 Annually

Job Qualifications

- Current CDPHE Paramedic Certification or Licensure
- Current Colorado Driver's License
- Must not appear on CMS exclusion list
- Current AHA BLS for Healthcare Providers Provider (Instructor preferred)
- Advanced Cardiac Life Support (ACLS) Certification (Instructor preferred)
- Critical Care Paramedic or Flight Paramedic Certification (Effective July 2025)

Additional Qualifications (within one year of promotion or hire unless otherwise noted)

- Critical Care Paramedic (CCP) or Flight Paramedic Certification (FPC)
- Pediatric Advanced Life Support (PALS) Certification
- Emergency Pediatric Care (EPC) Certification
- PreHospital Trauma Life Support (PHTLS) Certification
- Advanced Medical Life Support (AMLS) Certification
- VFIS EVOC Certification
- FEMA NIMS ICS 100, 200, 300, 400, 700, and 800
- NEMSMA Basic Field Training Officer within two years
- NAEMSE or Colorado Level 1 Instructor within two years
- Completion of a credentialing interview at the close of the probationary period

Essential Duties, Functions, and Responsibilities

(The duties listed are intended only as illustrations of the various types of work that may be performed and are in no way construed or perceived to be exhaustive. The employee may also be required to perform additional functions and duties as assigned.)

In addition to the duties of a Full-Time Paramedic, the Field Training Officer will:

- Promote a culture of safety, integrity, learning, and compassionate service in all interactions with patients, the public, subordinates, peers, and leadership.
- Perform training of GAA personnel during the new-hire academy, field training process, and continuing education classes.
- Coach and evaluate employees in the field training process or on performance improvement plans.
- Document evaluations and training as directed by the Training Captain.
- Assist the Training Captain in providing continuing education to GAA personnel and partner agencies.
- Assist the Clinical Captain by reviewing Patient Care Records (PCRs) as assigned.
- Perform minimal supervisory functions in the absence of a Captain.

Required Knowledge, Skills, and Abilities

- Requires the ability to read, speak, perform basic mathematics, and operate and control the actions of equipment and machinery
- Requires extensive knowledge of all aspects of prehospital healthcare and the ability to share that knowledge with others
- Basic knowledge of human resource management
- Requires the ability to use computer software for operational and clinical tasks
- Requires the ability to process information and complete tasks in a timely manner



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- Requires the ability to monitor and evaluate other healthcare providers, and to document the findings of those evaluations
 - Requires the ability to provide constructive feedback
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Work Environment, Physical Demands

- **Physical Ability:** The tasks involved in this position require the ability to exert very heavy physical effort in very heavy work, typically involving some combination of walking, climbing, balancing, stooping, kneeling, crouching, crawling, and the lifting, carrying, pushing, and pulling of heavy objects and materials up to and sometimes above 100 lbs in weight. This position also requires the vision, hearing, and physical mobility needed to safely operate a motor vehicle in less-than-ideal conditions including weather, uneven terrain, and low-light environments.
 - **Environmental Factors:** Performing the functions of this position may risk exposure to extreme heat, extreme cold, other extreme weather conditions, strong odors, smoke, strong and/or toxic chemicals, and dust or pollen.
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ADA Compliance Statement

The human-resources goal of GAA is to select and retain the best qualified applicant for each available job. An applicant's or employee's disability will not remove the application from consideration or current employee from his/her job if the applicant or employee is able to perform the essential functions of the job with or without reasonable accommodation unless such accommodation will result in undue hardship for GAA or pose a safety risk to the applicant, employee, or others. GAA complies with the American with Disabilities Act. If you require special accommodation in order to apply for this position, please contact Human Resources.



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Job Description Acknowledgement

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 employer's needs and requirements of the job change.

Cody Carroll
Chief

Chief Signature

Date of Issue

Employee Acknowledgment

I have read this **Field Training Officer** job description (or had it read to me) and fully understand all my job duties and responsibilities. I am willing and able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department, and if so I will be required to perform such additional duties and responsibilities. If I have questions about job duties that I am asked to perform that are not specified in this description, I should discuss them with my immediate supervisor or the Chief.

Employee Signature

Print Name

Date