

**City of Gustavus
Gustavus Volunteer Fire Department (GVFD)
Position Description**

Title: Emergency Medical Service Coordinator (EMS Coordinator)

Position: Regular part-time position

Supervisor: Fire Chief with direction by the City Administrator or the Mayor, and with advice of the EMS Medical Director.

Technical oversight from: GVFD EMS Medical Director

Work Hours: Flexible, up to 20 hours per week, as negotiated/agreed upon with City Administrator or the Mayor, Fire Chief, and advice of the EMS Medical Director.

Supervises: EMS volunteer responders

SUMMARY: This regular position is designed to drive continuous improvement in the skills and readiness of the GVFD EMS response operation. While supervised by the Fire Chief, the EMS Coordinator takes technical direction from the Medical Director to coordinate and build the EMS Division within the GVFD. The EMS Coordinator is delegated primary responsibility for EMS preparedness, training, and operations with authority to exercise independent judgment and initiative. The EMS Coordinator is expected to establish and maintain effective working relationships with the GVFD Fire Chief, Medical Director, department volunteers, other city departments and employees, in support of the EMS function.

DUTIES TO INCLUDE:

- Maintain, test, and ensure readiness of EMS supplies and equipment.
- Assure readiness and preparation of EMS responders for community responses.
- Recruit EMS volunteers to join the GVFD EMS team.
- Oversee and/or conduct EMS training and preparation for department volunteers. The EMS Coordinator conducts training or drills directly or may draw on the expertise of the Medical Director, visiting EMS professionals, outside EMS training providers as appropriate for meeting training goals.
- Respond to EMS emergency calls. May serve as incident commander.
- Provide data to the Fire Chief for the infection control program and records.
- Monitors GVFD EMS equipment and supplies to assure readiness, and reports repair and supply needs to Chief for purchase/corrective action.
- Work with the volunteers to ensure safe tactics and operations.
- Review EMS protocols annually with the department medical director to ensure compliance with current standards. Consult also with SE Region EMS Office for updates and to assure compliance.
- Maintain an inventory of medical supplies
- Maintain the records and files of EMS training.
- Maintain and provide City Hall with an annual statistical summary` of EMS calls.
- Oversee the GVFD CPR program and instructors. Organize and execute community outreach programs such as CPR training.
- Coordinate department action on EMS goals and programs as directed by the Medical Director, Fire Chief and City Administrator.

KNOWLEDGE AND ABILITIES:

The requirements, demands and characteristics listed below are representative of the knowledge, skills and/or ability required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of EMS response standards, processes, and techniques
- Knowledge of the rules and regulations of the department and the State statutes pertaining to the Fire Department and EMS service. Must have knowledge of fire and ambulance equipment, EMS tactics, procedures and responsibilities, radio operations, and teaching methods/strategies.
- Ability to train department EMS responder volunteers, including organizing and leading drills and more extended training sessions.
- Ability to think quickly and clearly during emergencies and be able to learn the operating procedures of the department.
- Function with a high degree of independence, follow oral and written instructions, work cooperatively with others and be able to operate ambulance.
- Good physical health.
- Ability to read, analyze, and interpret government regulations.
- Ability to write reports, business correspondence, and department plans or procedures.
- Ability to present information effectively and respond to questions from patients, hospitals, local council, government agencies and the public.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

EMPLOYMENT STANDARDS:

- Current certification as an Alaska State EMT II.
- Certification as State of Alaska EMT instructor may be earned after hire.
- Must have a high school diploma or general education degree (GED).
- Must be able to operate computer word processing programs.
- Have current Alaska Driver License
- Certification as an EMT for five years with patient experience.
- Basic FEMA incident command training is valuable.

WORK CONDITIONS & ENVIRONMENT:

- Medical responders must deal with stressful conditions and upset people at emergency scenes.
- Work is frequently required day or night in residences, worksites, or outdoors in inclement weather.
- While performing the duties of this job, the employee is regularly required to sit; handle tools; operate heavy equipment; talk and hear. The employee frequently is required to reach with hands and arms, to stand, walk, climb, balance, or crouch. The employee frequently will be required to move about to coordinate work. Stair climbing is required on a regular basis.
- The employee must regularly lift and/or move up to fifty pounds.
- The employee drives and operates the GVFD ambulance and its equipment.
- The noise level in the emergency response environment may be high.

Notice

CoG 3.04.02 (d) (2) Employees shall conduct City work only within the City of Gustavus, unless an employee is on an authorized business trip.

The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City of Gustavus and an applicant for the position or an employee holding the position. The position description is subject to change by the City of Gustavus, in its sole discretion, as the needs of the City and requirements of the position change.