

POSITION DESCRIPTION: EMS COORDINATOR

Hadley Township Fire Department
Policy #057

1. PURPOSE

To establish the general duties and responsibilities for the position of EMS Coordinator for the Hadley Township Fire Department as defined by the accompanying position description.

2. PROCEDURE

The EMS Coordinator shall be appointed by the Fire Chief and shall be directly responsible to him/her for the proper and efficient operation of the department's emergency medical services and training divisions.

GENERAL PURPOSE

To protect life, limb, and property through emergency medical services and medical/safety instruction. To maintain EMS equipment, apparatus, and department facilities.

MINIMUM CERTIFICATION

Current state EMT license.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates EMS training and personnel.

Serves as liaison between First Responders and Fire Chief.

Prepares annual budget, to submit to Fire Chief, for First Responder Operations.

Prepares reports and maintaining records as required.

Performs emergency medical service activities (First Responder) including providing medical treatment as allowed by the individual or licensure level of the department.

Participates in training, attends classes in EMS, hazardous materials, and related subjects.

Operates radios and other communications equipment.

Carries out duties in conformance with Federal, State, County, City and Local laws and ordinances.

Maintains EMS equipment, apparatus and facilities. Performs minor repairs to departmental equipment.

Performs general maintenance work in the upkeep of facilities and equipment.

Assist in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.

Presents programs to the community on safety, medical, and fire prevention topics.

PERIPHERAL DUTIES

Assist in department supervisory and administrative activities as assigned.

Assist in training new employees as assigned.

Attends training and meetings as required or scheduled.

May serve as a member on various employee committees.

May instruct classes in assigned subjects areas.

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

KNOWLEDGE, SKILLS AND ABILITIES

- A. Ability to apply standard emergency medical services, hazardous material, and fire prevention techniques.
- B. Ability to perform minimal physical tasks during emergency, training or station activities for prolonged periods of time under conditions of heights, smoke and adverse weather conditions.
- C. Ability to communicate verbally and in writing.
- D. Ability to establish and maintain working relationships with other employees, supervisor and the public.
- E. Maintains required certifications and licensures.

MINIMUM QUALIFICATION

- A. Must be 18 years or older at time of employment and have a High School Diploma or GED Equivalent.
- B. Must possess, a valid unrestricted State of Michigan Drivers License with not more than 2 points on their license.
- C. No felony or disqualifying criminal convictions.
- D. Ability to meet departmental physical standards.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee 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 employee is frequently required to stand, walk, talk, hear, and use hands or fingers to handle or operate objects, tools, or controls, and reach with hands and arms. The employee is required to sit, climb, maintain balance, stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 20 pounds and lift and/or move in excess of 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color

vision, peripheral vision, depth perception, and the ability to focus.

WORK ENVIRONMENT

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

Work is performed primarily in the field, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency situations. Employee may be exposed to loud noises, and hazards associated with fire fighting, including smoke, noxious odors, fumes, chemicals, solvents, oils, and rendering emergency medical services with potential exposure to blood borne pathogens and communicable diseases. The employee occasionally works near moving mechanical parts and in high, precarious places.

SELECTION GUIDELINES (May include the following)

Entry Level: Formal application; oral interview; background check; driving record verification; conditional offer of employment; medical examination; drug screening; final appointment. **NOTE:** Appointees will be subject to completion of a performance review period.

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

Approval: _____
FIRE CHIEF

Effective Date: _____