Ivins City Staff Report
City Council Meeting 10/15/2015

Agenda Item: Approve Job Description for full-time Assistant EMS Coordinator

Submitted by: Bob Flowers

Recommended City Council Action: Approve Job Description for full-time Assistant EMS Coordinator

BACKGROUND: Our staffing for EMS coverage has been achieved with part-time staff from day one. Most of our part time staff work multiple other jobs in order to provide for their families. Most of those employees put other work first, since they are provided insurance and full time hours. The scheduling process can be very difficult because of this. A full time Assistant EMS Coordinator, would make a huge difference in covering our schedule. It would mean another employee with Ivins City EMS as a priority.

Respectfully Submitted:

Bob Flowers, Public Safety Director

Content Review:

Dale Coulam, City Manager

IVINS CITY JOB DESCRIPTION
ASSISTANT EMS COORDINATOR

DEPARTMENT:	PUBLIC SAFETY	FLSA: NON-EXEMPT
DIVISION:	EMS	APPROVED: 10/2015

GENERAL PURPOSE:
Performs a variety of administrative, training and supervisory duties related to directing and coordinating on-call emergency medical response, paramedic life support services and ambulance services.

SUPERVISION RECEIVED:
Works under the direct supervision of the EMS Coordinator and the Public Safety Director.

SUPERVISION EXERCISED:
Exercises supervision of the department's emergency medical technicians and paramedics when the EMS Coordinator is not on duty.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is illustrative only, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

1. Administer first-aid treatment and intermediate life support care to sick or injured persons in pre-hospital setting.
2. Operate equipment, such as EKG's, external defibrillators and bag-valve mask resuscitators, in advanced life-support environments.
3. Assess nature and extent of illness or injury to establish and prioritize medical procedures.
4. Maintain vehicles and medical and communication equipment, and replenish first-aid equipment and supplies.
5. Observe, record, and report to physician the patient's condition or injury, the treatment provided, and reactions to drugs and treatment.
6. Perform emergency diagnostic and treatment procedures, such as stomach suction, airway management and heart monitoring, prior to and/or during ambulance transport.
7. Administer drugs, orally or by injection, and perform intravenous procedures under a physician's direction.
8. Comfort and reassure patients.
9. Coordinate work with other emergency medical team members and public safety department personnel.
10. Communicate with dispatchers and treatment center personnel to provide information about situation, to arrange reception of victims, and to receive instructions for further treatment.
11. Operate ambulance under emergency and normal conditions to transport accident victims and emergency medical patients to hospitals or other health care facilities.
12. Provides training and direction to medical employees.
13. Insures the accurate completion of all EMS reports, reviews and submits to the State Bureau of EMS in the event the EMS Coordinator is unavailable.
14. Has public contact with citizens through education programs and citizen meeting.
15. May attend City meetings as necessary or upon request by EMS Coordinator.
16. Other duties as assigned.

QUALIFICATIONS:

Special Qualifications:

1. Must be at least 18 years of age and legally authorized to work in the United States.
2. Must have a valid Utah Driver's License.
3. Must successfully complete an annual physical ability test.
4. Must be willing to respond on emergency incidents as they occur; subject to call out twenty-four (24) hours a day, seven (7) days a week.

Education and Experience:

1. Must have a high school diploma or equivalent.
2. Must have at least three (3) years EMS experience with progressively increasing responsibility, including at least one (1) year supervisory experience preferred.
3. Must have current Utah Emergency Medical Technician Instructor Certification or obtain within one (1) year of hire.
4. Must have current Utah State Emergency Medical Technician Paramedic Certification.

Knowledge:

1. NIMS – Knowledge of National Incident Management and Incident Command procedures.
2. Governmental Administration – Knowledge of governmental administration, including budget and personnel management.
3. Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
4. Medicine – Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
5. Public Safety and Security – Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
6. Education and Training – Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
7. Chemistry – Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
8. Psychology – Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods.
9. Math – Knowledge of arithmetic, algebra, geometry, and their applications.
10. English – Knowledge of the English language, including proper structure, spelling, grammar, and punctuation.

Skills:

1. Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
2. Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
3. Time Management – Managing one's own time and the time of others.

4. Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.
5. Speaking – Talking to others to convey information effectively.
6. Coordination – Adjusting actions in relation to others' actions.
7. Equipment Maintenance – Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
8. Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
9. Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
10. Learning Strategies – Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
11. Writing – Communicating effectively in writing as appropriate for the needs of the audience.
12. Instructing – Teaching others how to do something.

Abilities:

1. Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
2. Oral Expression – The ability to communicate information and ideas in speaking so others will understand.
3. Written Expression – The ability to communicate information and ideas in writing so others will understand.
4. Deductive Reasoning – The ability to apply general rules to specific problems to produce answers that make sense.
5. Problem Sensitivity – The ability to recognize when something is wrong or is likely to go wrong.
6. Response Orientation – The ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.
7. Static Strength – The ability to exert maximum muscle force to lift, push, pull, or carry objects.
8. Arm-Hand Steadiness – The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
9. Extent Flexibility – The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
10. Control Precision – The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
11. Near Vision – The ability to see details at close range (within a few feet of the observer).
12. Far Vision – The ability to see details at a distance.

WORKING CONDITIONS:

1. Some office environment with light physical effort which may include sitting or standing for extended periods.
2. Some working in adverse conditions and awkward positions when treating and/or moving patients' at-the-scene and within the ambulance.
3. Moderate to heavy physical activity required; must be able to walk, stoop, climb, twist, bend, run, squat, kneel, and lift heavy weights sometimes over 100 pounds.
4. Required to work outdoors in desert climate conditions.
5. Hazards include being in an ambulance running lights and siren, dealing with confused and agitated patients, working in adverse conditions and at trauma scenes, exposure to diseases.

6. Conditions may require special uniforms or protective clothing/equipment for airborne, blood-borne, body fluid and/or other exposures.
7. Moderate exposure to stress as a result of human behavior.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.