

Town of Pine Bluffs

JOB TITLE: VOLUNTEER EMT DIRECTOR

CLASSIFICATION PAID VOLUNTEER POSITION

DEPARTMENT: Volunteer EMT Department

SUMMARY: Under general direction from the Town Administrator plans, directs and administers the Volunteer EMT Department programs and facility for the Town. This position exercises independent judgment and discretion in the daily functions of the Pine Bluffs Volunteer EMT Department; and performs related duties as assigned.

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

DUTIES AND RESPONSIBILITIES: (which are **not** in any hierarchical order)

1. Prepares reports and management logs as necessary to ensure compliance with all local, state and federal regulations.
2. Responds to emergency calls to provide efficient and immediate care to the critically ill and injured, and transports the patient to a medical facility.
3. Applies artificial respiration or administers oxygen in cases of suffocation and asphyxiation, starts and administers intravenous fluids, and performs other emergency medical procedures during the ambulance ride.
4. Attends continuing education and refresher training programs as required by employers, medical direction, licensing or certifying agencies.
5. Plans, directs, supervises and evaluates the work of subordinates, instructors and volunteers.
6. Develops, plans, evaluates, organizes and as necessary facilitates various care related programs, activities and special events; and modifies as appropriate to ensure that programs are providing maximum benefits to the community.
7. Assists in the preparation of the department budget and is responsible for the administration and accurate implementation of said budget.
8. Prepares reports and management logs as necessary to ensure compliance with all local, state and federal regulations.
9. Reviews and makes recommendations regarding the Town's procedures as related to EMT facilities and programs.
10. Coordinates services with other units of the Town government, State and County, and private organizations.
11. Ensures that the emergency vehicles are properly stocked and maintained. Maintains a log of all monthly preventive maintenance performed on emergency vehicles.
12. Employs appropriate, certified volunteers.
13. Performs other related duties as required and assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of local, state and federal laws concerning EMT certifications and activities.
- Knowledge of Town Charter, codes, ordinances, rules and regulations.
- Knowledge of Wyoming Public Records laws.
- Knowledge of all phases of Emergency Response activities and regulations.
- Knowledge of the organization and functions of elected officials, appointed boards and commissions.
- Skill in using computer with a Microsoft operating system.
- Knowledge of general management principles and practices to include budgeting, policy and procedure development and personnel management and supervision.
- Knowledge of all phases of EMT activities and regulations.
- Skilled in planning, organizing, assigning and coordinating the activities staff, and volunteers
- Skilled in budget development.

- Skill in supervising, evaluating, training and motivating employees.
- Skill in both verbal and written communication.
- Skill in applying appropriate public relations techniques as situations warrant.
- Skill in prioritizing and managing multiple tasks and projects simultaneously.
- Ability to establish/maintain effective working relationships with those contacted in the course of work.
- Must be CPR certified.
- Ability to express ideas clearly when providing oral and written reports and recommendations.
- Ability to develop programs which meet the needs of all citizens of the community.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and /or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE: A High School Diploma or GED. EMT/Paramedic training, and certifications required by the State of Wyoming. One (1) year of progressive experience in providing EMT services. Excellent interpersonal and communication skills and knowledge of state, local, and federal regulations and requirements are a must. An Associates degree from an accredited school with concentration on EMT/Paramedic training and administration is preferred but not required. An equivalent combination of education, experience and training may be substituted for minimum requirements. Applicants must be able to pass a background check successfully and have appropriate State Certifications if required.

LANGUAGE SKILLS: The applicant must have the ability to prepare and maintain required records of operation and excel in oral and written communications.

REASONING ABILITY: The applicant must be able to organize and supervise the work of others and to develop and maintain good personal relationships with others. The applicant must be able to read edit and prepare reports, meeting minutes, instructions, letters, memos, and financial reports.

OTHER SKILLS AND ABILITIES:

- Ability to make decisions, recognizing established precedents and practices, and use resourcefulness and tact in meeting new problems.
- Ability to establish and maintain effective working relationships with supervisor, subordinates, officials, representatives of other agencies and the general public.
- Excellent professional judgment and organizational skills.
- Must attend continuing education and retain certifications are required by law.
- Must be able to reasonably drop all other activities and respond to emergency dispatches.

WORK ENVIRONMENT/ADA: Work involves light to strenuous activity. There is frequent need to stand, stoop, walk, run, swim, sit, lift objects, and perform other similar actions during the course of the workday. The Town of Pine Bluffs promotes a drug/alcohol-free work environment through the use of mandatory pre-employment, random and/or reasonable suspicion drug testing. This position will also require the use of Town vehicles on Town business. Individuals must be physically capable of operating the vehicles safely and have an acceptable driving record.

Lifting: 10 - 100 Pounds
Environment: Inside or outside in various weather conditions
Hearing: Normal Noise Levels

*Class Descriptions are not intended to be restrictive. The use of (or absence of) a particular illustration of duties shall not be held to exclude or limit the authority of a Department Head to assign other duties which are similar and related to work.