



City of Lake Oswego, Oregon

Job Description

EMERGENCY MEDICAL SERVICES COORDINATOR

FLSA Status: Non-exempt

Union Representation: IAFF

Salary Grade: 217

Job Code: 3053

Summary

Under the general direction of the Fire Chief or his/her designee, the Emergency Medical Services (EMS) Coordinator will oversee and coordinate the daily operations and support of the Emergency Medical Services Program. The person occupying a position in this class provides technical expertise and support to the city in the operation and administration of the EMS program. Recurring duties are carried out with relative independence, with a supervisor available to explain new or revised methods or requirements to resolve unusual problems. At times, work will entail coordinating efforts with other fire department programs, with state and federal agencies, and the medical community. Responsibilities include reviewing reports, training personnel, performing fire inspections, and conferring with a supervisor on progress of exposure investigation, citizen complaints and status of special projects.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Serves as an expert program resource while developing, implementing and recommending associated program policies and operating and administrative procedures; identifies public and private resources to support program objectives; supervises the development of proposal funding applications; supervises and participates in drafting requests for proposal, including defining scope of work; evaluates proposals and develops recommendations; administers contracts for services and monitors work to ensure contract requirements are met.
2. Develops, implements and administers the Fire Department's Health and Wellness-Fitness Program, including preparing individualized fitness programs; recommends actions to reduce employee injury and exposure; coordinates annual OSHA mandated hearing evaluations for all sworn employees and other selected personnel.
3. Implements OSHA Bloodborne Pathogen and TB Standards; provides mandated annual OSHA Bloodborne and Airborne education and training to identified employees; maintains a confidential database of immunization/testing, blood tests and exposure testing of employees.
4. Provides advice and counsel to employees and management on occupational exposures, infectious and communicable diseases, health and wellness and other health-related issues.
5. Supervises and coordinates the EMS Quality Assurance Program.
6. Evaluates and coordinates the purchase and repair of EMS Equipment and supplies.
7. Represents the Fire Department in development, implementation and review of medical protocols.
8. Presents oral and written reports as necessary.

9. Acts as the liaison to the Fire Department's Physician Advisor and Department personnel.
10. Conduct fire inspections which are comprehensive in nature for the purpose of insuring compliance with fire and life safety codes and regulations. Discusses violations and corrective actions with building owners, contractors, or their representatives. Issues fire code violations (citations) as may be required.
11. Prepares and maintains permanent records of inspections, hazards cited, hazards abated, and other work related records as required.
12. Participates in suppression of fires.
13. Performs other duties of a similar nature and level.

Minimum Qualifications

Knowledge of:

- Federal standards, mandates and regulations applicable to bloodborne and airborne pathogens, infectious diseases, employee respirator use and provisions of emergency medical services.
- Methods, policies and procedures of post-exposure case management.
- Medical research and analysis techniques.
- Principles, practices and methods of program, administrative and organizational analysis.
- Principles, practices, tools and techniques of program/project planning and management, including budget development and management.
- Principles and practices of public outreach and involvement.
- Principles, practices and techniques of group process facilitation and conflict resolution.
- Principles and practice of public administration, including purchasing, contracting, reporting and maintenance of confidential employee records.
- City human resources policies and labor contract provisions.
- Current literature, trends and developments in the field of Emergency Medical Service, including protocols, laws and legal interpretations.
- Paramedic level skills and scope of practice for EMTs through State Standards.
- Current fire fighting procedures and techniques.
- Fire chemistry and fire behavior.
- Hazardous materials – their characteristics and methods of minimizing exposures or medical treatment protocols for exposure.
- Medical legal issues, medical terminology and basic epidemiology.
- Laws regarding medical care levels and confidentiality of patient rights.
- National Incident Management System (NIMS).
- State and local standards for area trauma system.
- Methods, principles, techniques and practices of fire prevention, hazardous materials and emergency planning services, and fire suppression techniques.
- Fire and building codes, regulations and laws.
- Personal computers and related software applications.

Skills and Abilities to:

- Understand, explain, interpret and apply complex federal requirements and regulations relating to bloodborne and airborne pathogen, infectious disease exposure management, employee respirator use and the provision of emergency medical services.
- Evaluate existing occupational disease and exposure programs and practices and the delivery of emergency services and make sound recommendations for improvement.
- Plan, organize, manage and direct a variety of complex program functions and activities to achieve program goals and objectives.

- Coordinate program activities with multiple stakeholders and facilitate development of partnerships and multi-agency agreements.
- Counsel employees on highly confidential and sensitive issues.
- Respond to emergency medical situations on an on-call basis.
- Exercise sound independent judgment within policy guidelines.
- Communicate effectively, orally and in writing.
- Prepare clear and concise analytical reports and other materials.
- Collect, evaluate and interpret appropriate and applicable statistical or narrative data.
- Operate a computer and use standard Microsoft Office software.
- Use problem-solving and conflict resolutions skills in sensitive situations.
- Establish effective working relationships with department managers, employees, other government agency officials, healthcare agencies and providers and others encountered in the course of work.
- Demonstrate reasonable judgment in the application of codes, regulations and laws.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with an Associate's or Bachelor's degree with a focus in Fire Science or related field; or an equivalent combination of training and experience sufficient to successfully perform the essential duties of the job such as those listed above. Experience in a public fire department is preferred.

Licensing and Other Requirements:

Positions in this classification are required to possess a valid driver's license and ability to meet the City's driving standards.

Must have Oregon Paramedic certification in good standing with the Oregon Health Division. Must be a NFPA Instructor 1 or equivalent. Must be an American Heart Association ACLS Instructor certification. Must have a State of Oregon EMT P Certification. Must be a certified firefighter. Must hold credentials required by the State Fire Marshal to conduct Basic Inspections, ICC Fire Inspector II preferred.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours; occasional operation of a motor vehicle on public roads.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Heavy Physical Work: Must be able to move objects by exerting up to (50) pounds of force occasionally and/or up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This 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.