

**City of Grass Valley
JOB DESCRIPTION**



ADMINISTRATIVE EMS COORDINATOR

Department: Fire Department

FSLA Status: Non-exempt

Reports To: Battalion Chief, Fire Chief

Unit: Unit 1 Full-Time position

Adopted: TBD

Revised: Sept. 2024

SUMMARY OF JOB PURPOSE

The Administrative EMS Coordinator, under direction, coordinates and maintains an effective emergency medical services (EMS) program for the City's Fire Department, including pre-hospital care that delivers excellence in patient care; monitors EMS and operational field performance; works closely with department personnel to provide in-house medical control, training and quality improvement programs through positive professional interaction; participates in and directs assigned personnel in emergency medical responses, develops and administers EMS training activities, including working with employees to correct deficiencies and implementing disciplinary procedures. The normal work schedule will be a 40-hour schedule.

Applicants must pass a medical examination to verify the ability to physically perform all required duties.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by the Battalion Chief, Assistant Chief, or Fire Chief and under the provisions of a Joint Operations Agreement may be supervised by supervisors from other signatory agencies the EMS Coordinator directly supervises subordinates and under the provisions of a Joint Operations Agreement may supervise personnel of other signatory agencies.

ESSENTIAL FUNCTIONS (includes but is not limited to listed tasks)

The Administrative EMS Coordinator receives direction from higher level supervisory and management staff in the supervision of emergency medical services and other emergencies.

Following are essential functions performed by the Administrative EMS Coordinator:

1. Assist the EMS Medical Director in the development, implementation, operation, administration and evaluation of the EMS programs, policies, procedures, and activities
2. Maintain the City of Grass Valley Fire Department CE Program

**City of Grass Valley
JOB DESCRIPTION**



ADMINISTRATIVE EMS COORDINATOR

3. EMS training program: Plan and distribute the Quarterly EMS trainings including the BLS optional skills, ALS, and LALS Infrequent skills, and oversee the City of Grass Valley Fire Department CPR certification Program
4. Initiates and maintains a Quality Assurance/Quality Improvement program and monitors the outcomes to facilitate operational changes and focus future training priorities
5. Coordinate educational training with Sierra Nevada Hospital for Fire personnel
6. Perform CQI of all Optional BLS, LALS, and ALS skills
7. Provide remedial education/training for personnel as needed
8. Assist with investigating personnel issues regarding S-SV policy and procedures violations
9. Provides direction and oversight of the medical controlled substance inventory; ensures the controlled substance program complies with federal regulatory requirements
10. Works with vendors for EMS equipment and supplies as needed; develops plans for major EMS equipment purchases; and manages inventory and/or accountability of EMS equipment and supplies
11. Provides clinical and operational support and oversight as it relates to medical response and treatment
12. Responds to large scale and high-profile fire and EMS incidents and serves as Medical Group Supervisor
13. Attend/facilitate required monthly CQI review with the Medical Director
14. Attend the quarterly Regional Emergency Medical Advisory Committee meetings at S-SV
15. Attend the quarterly Nevada County Emergency Medical Care Committee Meetings
16. Complete required annual EMSQIP update to S-SV
17. Complete the Annual BLS Optional Skills report for S-SV
18. Distribute semi-annual S-SV policy and protocol updates to all personnel
19. Coordinate the required participation in the S-SV EMS data collection program
20. Coordinate Skills testing for the Paramedic, AEMT, and EMT recertification of personnel
21. Other duties as assigned by the Fire Chief

QUALIFICATIONS

To perform this job successfully, a person must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

1. Incident Command System

**City of Grass Valley
JOB DESCRIPTION**



ADMINISTRATIVE EMS COORDINATOR

2. Rules, regulations and operational procedures of the City of Grass Valley and the Grass Valley Fire Department
3. Knowledge of Sierra-Sacramento Valley EMS Agency (S-SV) and California Emergency Medical Services Authority (CAEMSA) Policies and Procedures
5. Principles and practices of Emergency Medical Care and management
6. Advanced life support, first aid, rescue, and related equipment and practices
7. Modern office practices, methods, and procedures

Skills In:

1. Modern all risk emergency incident operations
2. Management practices
3. Inner personal relationship building
4. Team building
5. Cooperating with multiple agencies including State and Federal Fire Agencies, Law Enforcement and Emergency Medical Services Agencies

Ability to:

1. Supervise personnel and equipment under emergency conditions
2. Assess emergency incidents, set priorities, implement an action plan, and request needed resources following the best practices of the fire service while under potentially adverse and stressful conditions
3. Supervise/lead personnel in Emergency Medical Services
4. Develop and implement training programs and evaluate skills
5. Read maps, pre fire plans, and other related fire service documents

**City of Grass Valley
JOB DESCRIPTION**



ADMINISTRATIVE EMS COORDINATOR

EDUCATION AND EXPERIENCE

1. Minimum 18 years of age
2. Completion of the 12th grade with Diploma or General Education Degree

CERTIFICATES, LICENSES, REGISTRATIONS

1. Emergency Medical Technician Paramedic (EMT-P) License in California (or ability to obtain prior to appointment). EMT-P certification is a condition of employment. Obtain S-SV accreditation at time of appointment.
2. Current CPR, ACLS, and PALS, PEPP, APLS, or Handtevy certification. CPR, ACLS, and PALS, PEPP, APLS, or Handtevy certifications are a condition of employment.
3. Valid Class C Driver's License
4. ICS 100 and ICS 200 within six (6) months of employment. ICS-300 within one (1) year of employment. NIMS IS-700.b and IS-800.d with in six (6) months of employment.

LANGUAGE SKILLS

Ability to read, write and communicate in English at a level required for successful job performance

MATHEMATICAL SKILLS

Ability to use and understand basic mathematical concepts such as: adding, Subtracting, multiplying, dividing, simple fractions and percentages.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, orally or in diagram form; analyze and resolve problems involving circumstances and or events using standardized methods or procedures

**City of Grass Valley
JOB DESCRIPTION**



ADMINISTRATIVE EMS COORDINATOR

PHYSICAL DEMANDS

Person must pass a medical examination to verify the ability to physically perform all required duties

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.

The employee must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties

Must be able to perform manual tasks and have the ability to lift 100 pounds, also perform those physical activities required for the execution of essential functions, including but not limited to, regular sitting, walking, standing, performing repetitive motions with hands and wrists such as regular keyboarding

The employee must be able to work in confined spaces for extended periods of time in all climate and weather conditions. Also, have the ability to perform normal communications, including in person, two-way radio or on the telephone

WORKING ENVIROMENT

May require exposure to physical hazards such as fumes, chemical and bodily fluids.

May require working in adverse environmental conditions such as inclement weather, extreme temperature, dust, noise, dim lighting, confined spaces, and other conditions that may arise while performing essential functions.

May require the ability to wear an air purifying respirator.

BACKGROUND

Candidates offered employment may be required to successfully pass a background investigation that may include psychological examination, polygraph examination and in depth background investigation.

**City of Grass Valley
JOB DESCRIPTION**



ADMINISTRATIVE EMS COORDINATOR

GENERAL

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: _____

Signature: _____

Date: _____

This job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER