

Town of Sherborn Job Description

Form approved by Personnel Board 6/97. Amended and approved by Personnel Board 3/06

JOB TITLE: <div style="text-align: center; margin-top: 10px;">EMS Coordinator</div>							
DEPARTMENT NAME: <div style="text-align: center; margin-top: 10px;">Sherborn Fire & Rescue Department</div>							
FLSA STATUS: Exempt: Non-Exempt: X Hours worked per week: 1-19	EMPLOYEE TYPE: <i>(see General By-Laws Personnel Administration Plan for definitions)</i> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Salaried</td> <td style="width: 33%;">Regular Part-Time</td> <td style="width: 33%;">Casual Part-Time</td> </tr> <tr> <td>Regular Full-Time</td> <td>Supplemental Part-Time X</td> <td>Temporary</td> </tr> </table>	Salaried	Regular Part-Time	Casual Part-Time	Regular Full-Time	Supplemental Part-Time X	Temporary
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Regular Full-Time	Supplemental Part-Time X	Temporary					
REPORTS DIRECTLY TO (INDICATE JOB TITLE): Fire Chief							
<p>I. JOB SUMMARY - <i>Briefly describe the primary function of this job.</i></p> <p>This position is appointed by the Fire Chief. It is re-appointed on an annual basis. This position reports directly to the Fire Chief. This position supervises Assistant EMS Coordinators and EMTs.</p> <p>This is an appointed position responsible for assisting the Fire Chief in conducting the affairs of the EMS Division; responsible for the EMS Division of the Department and the coordination and management of all activities within that division; ensures coordination of activities with other operating units. Responds to emergencies and performs EMS activities, rescue, damage control and property preservation. Maintains a state of readiness of facilities and equipment by scheduled inspections, testing and maintenance. Promotes health and safety of the department and community through education. Directs and assumes control of the on-scene activities. Performs related work as required.</p>							
<p>II. JOB DUTIES - <i>List six to eight of the most important duties using concise and comprehensive statements. Begin with the most important duty.</i> <i>Include any essential or important physical demands that are required to complete each of these duties. Use separate sheet if necessary.</i></p> <ol style="list-style-type: none"> 1. Supervises response to emergency medical calls; stabilizes patients; leads emergency medical activities and hazardous materials control. Function as Incident Commander for EMS incidents as needed. 2. Rescues victims from vehicles, drowning, accidents, fire, and other harmful conditions; communicates with dispatch, emergency room physicians and staff, police, fire officers and related personnel for the accurate and efficient dissemination of information. 3. Operates and inspects Fire Department vehicles; operates, utilizes and maintains Fire Department equipment and gear; operates, tests and maintains pumps and hydrants; ensures all proper inspections and maintenance are in compliance with standard codes and regulations. 4. Shall attend extra training and staff meetings. 5. Performs scheduled inspections and minor maintenance of equipment and facilities. 6. Completes EMS/Fire, and special incident and other required reports, including documentation entered into department's computerized records management system. 7. Responsibilities may include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. 8. Shall ensure all EMS supplies are properly stocked for all apparatus and Police Department vehicles. 9. Shall manage the Town's defibrillator program. 10. Monitors trends in healthcare and EMS to ensure that quality patient care is maintained. 11. Shall be responsible for all EMS training needs of the Department, including EMS training and first responder training. 							

III. EDUCATION, TRAINING & EXPERIENCE - Describe the minimum level of education, training, and experience, as well as any special skills or certifications, which are required to competently perform the duties of this job.

Minimum Qualifications

High School Diploma or GED; minimum of five (5) years of experience in the field of health care of which at least three (3) years must be as a Licensed and practicing EMT with a private or municipal 911 EMS agency; demonstrated experience in EMS administration; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

- Must be a minimum of 18 years of age
- Must have NIMS ICS 100, 200, 300 & 700 certificates
- Must have HAZMAT Operations
- Must have, or obtain, a current and valid Massachusetts driver's license in accordance with Massachusetts DMV driver's license eligibility requirements.
- Must have Massachusetts or National Registry EMT-B Certification

IV. COMMUNICATIONS & CONTACTS - List the jobs, external departments or organization with which the job has the most frequent contact. Describe the purpose and frequency of the contacts (Do not include supervisors and subordinates).

<u>Contact</u>	<u>Purpose</u>	<u>Frequency</u>
Fire Chief	Provide Updates	As Needed
Town Departments	Provide reports and address issues regarding EMS.	As Needed
Town Citizens	Provide information, respond to public inquiry.	As Needed
Mutual Aid Departments	Provide reports, records, and information.	As Needed

V. MANAGERIAL & SUPERVISORY RESPONSIBILITIES - Describe the function(s) over which this job has direct accountability and authority.

This position supervises Assistant EMS Coordinators and EMTs.

VI. WORK ENVIRONMENT: Describe the workplace environment e.g. office, outdoors, night work, and any equipment usage requirements.

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 the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts; in high, precarious places; in outside weather conditions; in occupancies with explosives and hazardous material, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock.

The noise level in the work environment is moderate to heavy.

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 the job, the employee is regularly required to use hands to handle or feel objects, tools or controls and reach with hands and arms. The employee frequently is required to sit and talk or hear. The employee is regularly required to stand; walk; climb or balance; stoop, kneel, crouch or crawl; and smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Special Consideration: Certain trade areas within this job may require the use of a respirator. Such trade areas may require sufficient pulmonary and respiratory health to use a respirator and may preclude full beards or other obstructions preventing a positive facial fit for half-face or full-face respirators.

VII. REPORTING RELATIONS - Attach and organizational chart if possible indicating where this job fits in the department's operations.

Sherborn Fire & Rescue Department Organizational Chart Attached

The above statement is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUPERVISOR'S/MANAGER'S SIGNATURE:

DATE: 10/31/2023

TOWN ADMINISTRATORS SIGNATURE:

DATE:

11/1/23

PERSONNEL BOARD SIGNATURE:

DATE: 10/31/2023

COMMENTS: