Position:
Ambulance Director

Reports To:
Council Designee

Employment Type:
Part-time, with full-time employment potential

Compensation:
$21-$29 per hour

POSITION PURPOSE:

The primary responsibility of this position is daily operation of the ambulance service, including response to 911 calls when on duty and clerical work associated with the ambulance department. Also provides administrative and clerical support to the fire department, city maintenance department, and city administrator.

KEY RESPONSIBLITIES:

- Regularly respond to ambulance calls as an EMT during working hours
- Review all patient care reports and maintain records in ImageTrend
- Work directly with ambulance billing service for billing of ambulance runs
- Preparing annual operating budget
- Submit payroll for service members
- Create and manage monthly on-call schedule for Day, Evening, and Weekend shifts and communicates with LEC & surrounding departments if there is a staff shortage
- Oversee maintenance of the ambulance, equipment, and supply inventory
- Attend meetings locally, regionally, and state-wide
- Evaluate and implement protocols in conjunction with Medical Director
- Schedule monthly training in conjunction with continuing education requirements
- Coordinate community events, education, and fundraisers
- Oversee recruitment and retention efforts
- Respond to patient inquiries

OTHER DUTIES AND RESPONSIBILITIES:

- Perform other duties as requested by the fire department, maintenance department, and administrative department.
- Sort incoming mail and distribute to city departments
- Write and apply for grants related to all city departments

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of applicable laws, rules, and regulations related to ambulance and EMS operations
- Knowledge of roads and highways in our service area
- Customer service skills
- Skill in operating ambulance and EMS equipment
- Skill in seeking out available funding for equipment needs and coordinating fundraising activities
- Ability to keep current with changes affecting ambulance and EMS
- Ability to communicate effectively orally, and in writing.
- Ability to use computer and related software, including Microsoft Office, Excel, & Word, as well as (or ability to learn) ImageTrend and Quickbooks
- Ability to type or enter data into computer with speed and accuracy
- Ability to work under pressure and with frequent interruptions
- Ability to exert light to moderate considerable physical effort in performing work with ambulance and EMS
- Ability to plan, organize, and direct the work of service members

MINIMUM QUALIFICATIONS:

- NREMT Certification
- State of MN EMT License
- Class D Drivers License
- CEVO Certification (or ability to obtain within 6 months)
- CPR Certification
- Experience with ambulance and patient care (1 year minimum- shorter for the right candidate)

PREFERRED QUALIFICATIONS:

- American Heart Association Instructor Certification (or ability to obtain within a specific period)
- Experience working in municipal government
- EMS management experience
- Experience in grant writing

WORKING SCHEDULE:

The employee will be scheduled for 24-32 hours per week. The schedule will depend on the coverage needs of the Ambulance Service and may vary each week.

CONDITIONS OF EMPLOYMENT:

1. Must possess a valid Minnesota Driver's License
2. Must comply with organizational and departmental policies
3. Must successfully pass a reference and background check
4. Must have the ability to maintain cooperative working relationships with city employees, county, state, and federal agencies, and the public
5. Probation period of 6 months- can be shortened at discretion of employer

WORKING CONDITIONS:

Work is performed inside and outside, depending on the activity. Work involves standing, sitting, bending, crouching, pushing, pulling, repetitive movements, and twisting. Exposure to temperature extremes, infectious diseases, lifting or carrying people, and heavy equipment may all be experienced while responding to calls. Must be able to operate a motor vehicle and two-way radio.