

EMS Director Job Description

Job Summary: The EMS Director is responsible for planning, implementing policies, evaluating systems and coordinating the Town's ambulance services and working closely with the Town of Mountainair and other county and state EMS services and agencies.

Essential Job Functions:

- Responds to EMS calls for service.
- Oversees the daily operations of the Mountainair Fire & Rescue ambulance service in accordance with Federal, State, and County laws, regulations, policies and procedures.
- Oversees the ordering, inventory, and record keeping of controlled dangerous substances according to standards set by the federal code and the State of New Mexico including preparing and submitting the annual Pharmacy Clinic License.
- Supervises, trains, assists and evaluates performance of First Responders, EMTs, and drivers and schedules personnel as needed.
- Prepares and submits the annual EMS Fund application, PRC reports, and other required operational reports.
- Maintains personnel records to ensure all required documents and certifications are on file
- Oversees the preparation and submission of call reports and run sheets as required by the State.
- Works with the Town in managing expenses and financial reports
- Maintains necessary supplies and equipment
- Reports on operations regularly to the Town Council
- Investigates complaints against personnel, makes determinations and provides recommendations on disciplinary actions.
- Ensures the regular proper upkeep, inspection, maintenance and repairs of the ambulance and other equipment.
- Performs general clerical tasks, which may include answering telephones, recording, relaying messages, using various office equipment (i.e. fax machine, copier, projector, etc.).
- Performs related work as required.

Knowledge, Abilities and Skills Knowledge of:

- Methods and procedures of managing Emergency Services.
- Laws, rules and regulations governing the operations of Emergency Medical Services.
- Effective methods of supervision.
- The National Incident Management System.
- Basic and Advanced Life Support practices and procedures.
- EMS Division: Standard Operating Procedures
- Roles and responsibilities for the effective operations of an Emergency Operations Center.
- HIPPA
- Proficiency in Microsoft Office products and tools.

Licensing: Must maintain a minimum EMT-B licensure level with the State of New Mexico and be in good standing with the NM Department of Health.