

NEW CASTLE COUNTY GOVERNMENT

Number 1018

CLASS SPECIFICATION

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Date 01/20/12

Title: EMS OPERATIONS SUPPORT SPECIALIST

Approved:

Valencia D. Seay

GENERAL STATEMENT OF DUTIES: Provides logistic and operational support to the County paramedic service; operates county vehicles, including trailers and large emergency units; maintains appropriate records and accountability for County property; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs responsible work which involves support activities for the County Emergency Medical Services (EMS) Division. This employee is responsible for the safe operation of EMS vehicles for maintenance or deployment, to include deployment of vehicles used for major events or special operations that require a commercial driver's license. Duties include the inspection, cleaning and maintenance of assigned vehicles, supplies and equipment with minor housekeeping duties as required. This employee must follow through with projects and resolve issues with a minimum of direct supervision; work is performed under general supervision. This position involves flexible scheduling and availability for emergency recall outside of the regularly scheduled work hours.

EXAMPLES OF WORK: (Illustrative Only)

- Coordinates and facilitates the maintenance and repair of vehicles, and serves as the liaison between the EMS Division and New Castle County Fleet Services;
- Facilitates the maintenance and repair of durable equipment from paramedic units;
- Coordinates the receipt and distribution of medical equipment and supplies;
- Serves as the primary point of contact for vendors rendering services to the EMS Division (i.e., uniform vendor, equipment repair vendors, etc.);
- Deploys EMS Special Operations equipment and vehicles during exercises and major incidents or events;
- May provide basic life support care during medical coverage of special events or major incidents;
- Assists with the issue of equipment, uniforms and supplies to new employees, paramedic units and/or EMS facilities;
- Maintains records and accountability for issued equipment and County property;
- Assists the EMS Division staff and performs related duties as required;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer, mobile laptop computer, and other related equipment in the course of the work.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of traffic rules and regulations; skill in the safe operation of multiple types of motor vehicles, including trailers, under all types of weather and road conditions; ability to work in emergency situations under highly stressful conditions; ability to understand and follow oral and written directions; ability to make minor repairs and adjustments to equipment; ability to effectively communicate throughout the chain of command, to include externally with vendors and outside agencies; ability to demonstrate a high degree of dependability; ability to meet standards of eligibility as determined by a background investigation which may include an oral interview; excellent moral character and driving record (to be determined by a comprehensive background investigation); ability to apply basic life support lifesaving techniques.

MINIMUM QUALIFICATIONS: At least three (3) years experience in the operation of automotive equipment and possession of a high school diploma or GED certificate, or an equivalent combination of experience, education or training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class Ib County physical examination and periodic DOT physical examinations as mandated by the Department of Transportation. Weight should be proportionate to height; successful completion of a background investigation; minimum uncorrected vision must be 20/200 in each eye, with 20/30 corrected vision in each eye; must be free from color blindness. Possession of a valid Delaware Class D driver's license or its equivalent with ability to obtain a commercial driver's license Class B (CDL-B) during the probationary period. Possession of a Delaware Emergency Vehicle Operator License. Current certification as an Emergency Medical Technician-Basic (EMT-B) through the Delaware State Fire Prevention Commission or ability to obtain the EMT-B during the probationary period.

History of Revisions:

Established: 01/20/12