

## **EMS LeFlore County- Station Sergeant – JOB DESCRIPTION**

### **A. EMS Station Sergeant Appointment:**

1. This position can be assigned for the good of the county. If the Director chooses, this position shall be a posted position if open.
  - a. If it is posted, interviews will be conducted with a recommendation made by the designated interview panel.
  - b. A final decision will be made by the Executive Director.
2. If there is only one applicant, and that applicant meets the recommended guidelines, a decision can be made to promote without an interview at the discretion of the Executive Director.

### **B. General Description of Duties:**

1. In the position of EMS Station Sergeant, the employee will assume the accountability and responsibility for the assigned station and assigned vehicle(s).
2. The EMS Station Sergeant will be responsible for maintaining a positive, safe work environment and maintaining morale within the station.
3. The EMS Sergeant performs a variety of administrative, technical and interagency work in planning, organizing and leading training, public education, and other assigned duties.

### **C. Duties and Responsibilities:**

1. Plans, directs and exercises general supervision of the assigned station including but not limited to:
  - a. Ensures narcotics/controlled substances at their assigned station are audited and accounted for on a regular basis.
  - b. Develops station procedures and assigns tasks to maintain the health, safety and security of the station and the assets assigned to it.
  - c. Responsible for general welfare and morale of the station.
  - d. Develops work assignments to complete tasks/duties as assigned by the Captains, Deputy Director and/or the Executive Director.
  - e. Ensures that station and vehicle maintenance is done in a timely manner.
  - f. When requested, conducts EMS public education programs, including giving talks, demonstrations, and presentations before their regional community groups, schools

and other organizations or institutions and coordinates with public relations team on achieving department goals.

g. Maintains a variety of data and records regarding station activities, both individual and departmental. Prepares reports as requested.

h. Acts as an intermediary between public officials and EMS in the station's response area.

i. Carries out duties in conformance with Federal, State, County and local laws and EMS Medical Control Authority.

j. Performs station inventory of equipment assigned to station or unit(s) as requested, but minimum twice a year.

k. Assists in other departmental administrative activities as assigned.

### **Peripheral Duties:**

1. These examples of duties are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

2. The EMS Station Sergeant must be at least an EMS of LeFlore County system active, licensed EMT. He / She must remain in a good standing with EMSLC Medical Control and Administration. He / She shall communicate with the chain of command, and EMS Provider team. The EMS Sergeant Job Description is, but not limited to, the following:

- Prepares a chore list for the on-duty personnel. Ensures adherence.
- Assigns or makes requests for ordering EMS supplies or equipment.
- Makes recommendations on improving our EMS service short and long term.
- Assists the Director, Deputy Director, and the chain of command with State Agency Inspections.
- Maintains Health Insurance Portability Accountability Act (HIPAA) standards for patient privacy are maintained at all times.
- Maintains and updates all manuals at assigned stations as needed.
- Attends scheduled Station Sergeant Meetings, and all other meetings as needed.
- Assures narcotics/controlled substances are accounted for/audited, and orders controlled substance stock as needed.

- Makes sure all appropriate paperwork is turned in to Central Station weekly. Receipts go to Accounting and all other paperwork to Billing.

**D. Knowledge, Skills and Abilities:**

1. Knowledge of applicable Oklahoma statutes, rules, administrative orders, policies and procedures.
2. Knowledge of LeFlore County EMS policies and procedures. Knowledge of techniques, requirements and activities associated with emergency medical response.
3. Knowledge of the principles of management and supervision.
4. Knowledge of record keeping, records and case management.
5. Skill in working under stressful situations, in receiving and assessing information, then making appropriate decisions for response.
6. Skill in establishing and maintaining good working relations with staff, other departments, law enforcement, and the general public.
7. Skill in applying the principles of management and supervision, records and case management.
8. Skill in effectively managing staff, equipment, facilities and operations associated with multiple site locations.
9. Skill in operating a personal computer utilizing a variety of software applications.
10. Skill effectively communicating in both oral and written form.

**E. Physical Requirements:** These are the same as the Job description for EMT/AEMT/Paramedic.

**F. Minimum Education and Experience:**

1. High School graduate or GED equivalent.
2. One year of experience at EMSLC preferred. Can be waived if the only applicant is less than one year, and administration believes they are qualified to hold the position.
3. Licensed by the Oklahoma Department of Health and National Registry.
4. In good standing with EMSLC.
5. Possession of a valid State Driver's License
6. EMT/AEMT/Paramedic certification or qualify for reciprocity.

7. BLS, ACLS, PALS (recommended) provider certifications per license level.
8. Possess NIMS 100, 200, 700, and 800. Preferably: NIMS 300 and 400 as well.
9. Must be able to communicate effectively in both oral and written form.

**G. Preferred qualifications:**

1. Associates degree or equivalent.
2. Four years of experience in EMS within a mid to high volume ALS system.
3. One year of lead responsibilities.

**Compensation:**

1. The Sergeant will earn a minimum of \$17.58 per hour for an EMT, \$19.95 per hour as an Advanced EMT, and \$23.62 per hour for a Paramedic. If the employee's hourly wage is above the minimum, a 5% increase will be added to his or her hourly rate, not to exceed the maximum limits on the pay scale ladder policy.
2. If the Sergeant is relieved of command/demoted, or resigns from the position, they will have whatever initial amount they were paid for this position, removed from their hourly pay.

**DISCLAIMER:**

The information provided in this description has been designed to indicate the general nature and level of work performed by employees within this position. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this position. Administration has the sole discretion to add or modify the duties of the position and to designate other functions as essential at any time. This position description is not an employment agreement or contract.

**ACKNOWLEDGMENT:**

I, \_\_\_\_\_, have read this position description in its entirety and fully understand the expectations, requirements and hazards associated with this position, and that the job description and duties are subject to change at the discretion of EMSLC. I also understand that if employed by EMSLC, I am employed as an at-will employee and that EMSLC or I may terminate the employment relationship at any time, without notice, and for any lawful reasons.

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Signature of Employee

Date