

**DEPARTMENT:** NIAGARA COUNTY  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JUNE 10, 2022

**SUPERVISING ADVANCED LIFE SUPPORT TECHNICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the coordination of Niagara County Emergency Medical Services (“EMS”) personnel and resources. This employee is responsible for the day-to-day operations of EMS services provided by County employees under the Certificate of Need issued to Niagara County by New York State. Additionally, this employee is responsible for coordinating the provision of County staff in support of other County EMS agencies. Considerable travel within Niagara County is required. Participation in meetings that are held on evenings and weekends is mandatory. This employee must be available to respond to the scene of any major health emergency. Work is conducted under the administrative supervision of the County Fire Coordinator. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Coordinates the provision of Basic and Advanced Life Support services to County residents by Niagara County EMS;
2. Coordinates the provision of County staff support to ambulance services within Niagara County;
3. Participates in hiring of subordinate staff;
4. Oversees the maintenance of current health, training, and personnel files on all employees of Niagara County EMS;
5. Develops in-service training programs for emergency medical service personnel, volunteers, and other staff;
6. Responsible for staff scheduling for Niagara County EMS;
7. Evaluates staff performance and engages in the counseling/discipline of employees as needed;
8. Disseminates information to all employees regarding upcoming meetings, training sessions, protocol or policy changes, and any other applicable items;
9. Maintains records of all Patient Care reports in accordance with New York State Public Health Law;
10. Responsible for the submission of all paperwork related to billing for services provided by Niagara County EMS;
11. Maintains inventory on all County owned emergency medical services equipment, vehicles, and supplies, recommends new equipment, vehicles, and supplies to be purchased, and assures equipment repair;
12. Maintains adequate levels of supplies for the provision of care by employees of Niagara County EMS;
13. Oversees the preparation of the annual operating budget for the Ambulance Service;
14. Acts as a controlled substance agent for the controlled substance program and ensures appropriate New York State licensure and accountability for all narcotic medications;
15. Participates in the Quality Assurance/Quality Improvement (QA/QI) program for Niagara County EMS;
16. Attends local and regional EMS meetings at the direction of the County Fire Coordinator;
17. Interacts with fire departments, EMS agencies, and law enforcement agencies as required;
18. Maintains clinical competence in the provision of patient care as a New York State EMT-Paramedic;
19. Responds to the scene of major health and medical emergencies in order to be a resource and assists medical and public safety personnel as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, techniques, and practices of emergency medical services; thorough knowledge of the procedures, equipment, and terminology associated with basic and advanced life support; thorough knowledge of the procedures, equipment, and terminology associated with radio communications in an emergency medical service setting; thorough knowledge of basic administrative principles and practices; good knowledge of the day-to-day operations of an ambulance service; ability to comprehend the rules and regulations of local, state, and federal regulatory bodies which pertain to emergency medical services; ability to prepare comprehensive written reports and training materials which contain specialized terminology in the area of emergency medical services; ability to comprehend and apply information presented in tabular form; ability to comprehend and apply information contained in technical manuals pertaining to emergency medical services and equipment; ability to accurately discern street signs and addresses; ability to understand and follow oral and written instructions; ability to communicate effectively both orally and in writing; ability to maintain accurate, clear, legible records and prepare reports; ability to plan, direct, supervise and accept responsibility for the work

of others; ability to train and supervise employees in protocols and procedures; ability to get along well with patients, physicians, and others; ability to get along well with subordinates and peers and to secure their cooperation; ability to be unaffected by loud noises and flashing lights; ability to work in low light situations and confined spaces; ability to enter and move within private residences; ability to lift and carry 125 pounds (250 pounds with assistance); ability to stoop, bend, and kneel; ability to perform activities in a variety of environments, temperatures, and weather conditions; ability to use good judgment and remain calm in high stress situations; tact and courtesy; good manual dexterity; good powers of observation and analysis; self -motivation; maturity; emotional stability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Candidates must meet one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree **AND** three (3) years of full-time paid professional level paramedic experience, one (1) year of which must have been in an administrative or supervisory capacity **OR**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree **AND** five (5) years of full-time paid professional level paramedic experience, one (1) year of which must have been in an administrative or supervisory capacity; **OR**
3. Graduation from high school or possession of an equivalency diploma **AND** seven (7) years of full-time paid professional level paramedic experience, one (1) year of which must have been in an administrative or supervisory capacity; **OR**
4. An equivalent combination of training and experience as defined by the limits above.

**SPECIAL REQUIREMENTS:**

1. Possession of a New York State Department of Health certification as an EMT – Paramedic at time of appointment and for the duration of employment;
2. An appropriate driver's license must be maintained throughout employment;
3. Must authorize and execute any necessary releases to enable the appointing authority to verify licensure and driving history involving violations and/or crimes;
4. Meet the Qualifications and Competencies set forth in the EMT-B/AEMT Functional Position Description by the NYS Department of Health for the duration of employment.

**NOTE:** The appointing authority is responsible for verifying the appointee's driving record and licensure at appointment and throughout employment. The appointing authority must submit documentation to the Personnel Officer indicating that this has been verified and approved.