

River Falls Ambulance Service  
Position Description  
**Assistant Director – Vehicle/Equipment Officer**

**REPORTS TO:** Ambulance Director

**PURPOSE OF POSITION:**

The Vehicle/Equipment Officer shall assist the Director, Operations Supervisor, and Assistant Training Officer of the Ambulance Service with operations of the EMS division. The position performs a wide variety of EMS activities including vehicle and equipment maintenance, taking and typing meeting minutes, and acting as an on-duty EMT during staff shortages.

**ESSENTIAL FUNCTIONS:**

1. Function as the *Vehicle/Equipment Officer* for the service:
  - a. Complete maintenance checks on vehicles and equipment. This includes, but not limited to:
    - i. Performing weekly, monthly and quarterly checks on defibrillator units and record results
    - ii. Performing monthly vehicle maintenance according to check sheets
    - iii. Cleaning and sanitizing vehicles monthly according to check sheets
    - iv. Performing monthly glucometer checks according to check sheets
  - b. Complete inventory on each ambulance:
    - i. Performing monthly ambulance medication inventory checks. Ensuring no expired medications are in the ambulances. Documenting results.
    - ii. Performing monthly random inventory checks and reporting discrepancies to the Director or Operations Supervisor and documenting results.
    - iii. Performing bi-annual ambulance inventory checks according to check sheet and documenting results
2. Ensure all ambulances, inventory and equipment are ready for spot check or full inspections by the state of WI ambulance inspectors at any time.
3. Take monthly meeting minutes and attendance records. Minutes shall be typed and posted in the ambulance facility a minimum of 5 working days before the next scheduled meeting.
4. Assist the Director with any tasks he/she requests.
5. Coordinate with the Director and other Officers to ensure that at least one officer is in town or within a 15 minute response to the EMS station every weekend to act as officer on call.
6. Assist in mediating disputes between crewmembers and other agencies. Includes reporting all disputes to the Director.
7. Attend officer meetings, plus any additional community or governmental meetings as directed.
8. Have the capacity to get along with ALL members of River Falls Ambulance Service and First Responders.
9. Have the capacity to diplomatically work with related agencies and members of the public.
10. Serve as a member of the hiring committee to assist in interviewing prospective members.

- 11. Assist Director in maintaining inventory in ambulances, medical supplies, medications and expiration dates of items on hand.
- 12. Assist the Director with completing the annual budget.
- 13. Assist other Officers with duties as needed.
- 14. Assist Director in monitoring events that may precipitate the need for new SOG's or bylaws. Includes collecting information pertinent to the new SOG's or bylaws.
- 15. Temporarily function as Ambulance Director in the event the Director, Operations Supervisor, and Assistant Training Officer are absent in times of their need.

**EQUIPMENT USED:**

In addition to the equipment used by the EMT, the Assistant Officers use:

- ✓ Glucometer Control Solutions
- ✓ LifePak 12 Defibrillator Simulator/Tester
- ✓ Office Equipment (copy machine, fax, computers, computer network and telephone)

**EDUCATION, KNOWLEDGE and SPECIAL REQUIREMENTS:**

- ✓ High School Graduate or GED
- ✓ Hold Secretarial Skills (Type at least 40 WPM)
- ✓ Been an active member of River Falls Ambulance for at least one year
- ✓ Knowledge of Microsoft computer software. (Word Processors, Spread Sheets, Power Point)
- ✓ Knowledge of WI Trans 309
- ✓ Knowledge of Wisconsin State Statutes 146.50 - 146.55
- ✓ Knowledge of River Falls Ambulance standards, rules, regulations and policies
- ✓ Ability to establish effective working relationships with employees, other agencies and the general public
- ✓ Ability to perform duties in stressful and sometimes life-threatening situations.
- ✓ Ability to perform strenuous or peak physical effort during an emergency for prolonged periods of time.
- ✓ Ability to type notes on a computer during a meeting.
- ✓ Effective communication, oral and written skills.

**OTHER:**

The Vehicle/Equipment Officer is selected by the hiring committee of the service the first week of December of odd years. Interested members should supply a cover letter to the hiring committee by the first week of November. The position serves a two-year term or until removed by the Director or resigns from the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and the requirements of the job change.

\_\_\_\_\_  
Director

\_\_\_\_\_  
Vehicle/Equipment Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date