



STATION MANAGER JOB POSTING

- JOB POSTING:** EMS-SM-2010-1
LOCATION: Middlesex – London Division Thames EMS
POSITION: STATION MANAGER – FULL TIME

POSITION SUMMARY:

The Station Manager has the interchangeable role of paramedic and member of the service management team. The Station Manager is responsible for the assessment, treatment and transport of patients as well as the administrative and operational duties associated with any managerial position.

QUALIFICATIONS:

As per Regulation 257/00 Part 3 of the Ambulance Act of Ontario. Certification from Base Hospital specifying acts in the practice of medicine. Sound knowledge of the Occupational Health and Safety Act and the Workers Safety Insurance Act and any legislative changes thereto. Must have a minimum of 5 years full time continuous service.

RESPONSIBILITIES:

1. **Patient Assessment and Treatment**
 - Performs patient assessment and treatment responsibilities consistent with their qualification level.
 - Ensures subordinates maintain the highest level of patient care.

2. **Vehicle Maintenance and Driving**
 - Performs driving requirements in the delivery of patients to and from medical facilities.
 - Schedules preventative maintenance and vehicle repairs as required and ensures vehicle problems are addressed during servicing.
 - Assesses vehicle for roadworthiness.

3. **Station Administration**
 - Maintains day to day operation of the station including inventory and supply ordering.
 - Understands and utilizes all manuals, bulletins, benefit packages plus any other ambulance related material.
 - Ensures all files, manuals etc., at stations are maintained in good order and are current.
 - Ensures all required reports, letters and documentation are accurate and completed in a timely fashion.
 - Investigates complaints both internally and externally.
 - Carries out periodic inspections of vehicles, their check lists and equipment to ensure operational readiness.

4. **Personnel Administration**
 - Develops goals and objectives for staff.

- Assists with scheduling of staff.
- Ensures personnel assigned to shift report fit for duty, properly attired, etc.
- Evaluates and issues performance appraisals on staff.
- Performs Ambulance Call Report Audits
- Disciplines staff as required.

5. Education

- Ensures employees are familiar with and capable of carrying out all phases of their job specifications.
- Ensures all policies, procedures, etc. are understood and followed by staff.
- Assists in the preparation of and conducting of in-service training.
- Ensures down time is utilized for ambulance related duties as per the job description (ALS and BLS).
- Improves and upgrades skills.
- Students – provides education and experience for Paramedic and Telecommunications student field placements.

6. Documentation

- Completes operational reports as required.
- Ensures all reports received from staff are accurate, completed on time and forwarded to the appropriate parties.
- Investigates and responds to grievances at step one (1).

7. Occupational Health and Safety

- Works in a safe manner and with protective devices and procedures.
- Uses or wears protective equipment/clothing as required.
- Advises staff of the existence of potential or actual dangers.
- Provides written instruction as to procedures to be taken for employee protection.
- Takes every reasonable precaution to ensure employee safety.
- Reports and investigates incidents resulting in injury.
- Corrects unsafe conditions.
- Enforces rules and procedures as well as health and safety standards.

8. Team Function

- Effectively communicates with the Duty Manager's office.
- Attends regular meetings that pertain to all aspects of the position.
- Co-operates and works closely with other allied agencies.

9. Other Related Responsibilities

- Acts as Duty Manager when requested.
- Completes special projects as required.

POSTED: February 3, 2010
POSTING EXPIRES: February 17, 2010 at 0700hrs
POSTING #: EMS-SM-2010-1

NOTE: Personal information collected from applications is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. All personal information collected is subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

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