

EMS SUPPLY SPECIALIST

NATURE OF WORK

This is administrative work with responsibility for assisting in the overall management of medical service supplies and equipment of the Lincoln Fire and Rescue Department.

Work involves responsibility for assisting Chief Officers with the primary responsibility for reviewing and coordinating the emergency services and ambulance service division and field operations of the Department. Work also involves managing emergency medical service supply and equipment specifications, procurement and distribution; and supporting the quality assurance process as directed. Work also may involve supporting other functions of the Department including logistical support of the medical component of the USAR task force. Work is performed with considerable independence as to operating details with general direction received from the Deputy Fire Chief of EMS.

EXAMPLES OF WORK PERFORMED

Manages emergency medical services supplies and equipment specifications, procurement and distribution; manages supply levels and distributes equipment to all providers.

Assists with control maintenance and training on all monitors; acts as liaison to manufacturers for continued maintenance on all monitors, stretchers and ambulances.

Assists in developing emergency medical services budget and in preparing specifications for the purchase of new equipment.

Manages controlled medications to ensure State and Federal rules and laws are met; maintains all DEA licensure and records for use and dissemination of all controlled drugs; assists USAR task force in monitoring, ordering and taking inventory of medical supplies.

Checks station supply orders to ensure they comply with department policies; prepares invoices for payment.

Supports quality assurance process as directed.

Evaluates daily call entries to ensure they are completed in a timely manner and all appropriate supporting documentation is completed.

Provides requested data to command staff; confers with Fire Department supervisors to obtain required data.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the various types of equipment utilized in the delivery of emergency medical services.

Considerable knowledge of the design, construction, repair history and maintenance requirements of a wide variety of both conventional and specialized emergency medical services equipment.

Considerable knowledge of the principles of pre-hospital emergency care and ambulance

transportation.

Considerable knowledge of the policies and procedures of customer relations, specifically with respect to billing, collecting and answering customer inquiries.

Knowledge of modern office management practices and equipment.

Ability to establish and maintain effective working relationships with supervisors, co-workers and the general public.

MINIMUM QUALIFICATIONS

Associates degree with major coursework in accounting, business or public administration or related field; and two years of experience in supply/equipment inventory and materials management; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

08/15

PS3011