



210 FILLMORE ST W

PO BOX 657

PRESTON, MN 55965

P: 507-765-2153 F: 507-765-2794

The City of Preston is currently seeking an Ambulance Director. Preston EMS is located 35 miles SE of Rochester with 3 BLS ambulances; a base station located in Preston and a substation in Lanesboro; serving the Cities of Preston, Lanesboro, Fountain, Whalan and surrounding townships. Ambulance Director is responsible for day-to-day operations of the department including strong leadership to EMS personnel, maintain licensing and training requirements, budgeting, daily accounts receivable and payables, reporting to City Council and townships. NREMT licensed EMT or Paramedic with prior leadership experience are encouraged to apply; preferred qualifications include: Bachelor's in Emergency Management or Business Administration, 5 years EMT experience, CPR instructor, DOT instructor, grant writing. Applications are available at www.prestonmn.org or at Preston City Hall, 210 Fillmore ST W, Preston, MN. Applications received by July 8, 2022 will receive first consideration. All other applications will be reviewed until the position is filled.

Please return applications with letter of interest to:

City of Preston

Attn: EMS Director Position

PO Box 657

Preston, MN 55965

AMBULANCE DIRECTOR

Position Title: Ambulance Director
Department: Ambulance
Supervisor's Title: City Administrator

Pay Grade: - 9
FLSA Status: Exempt
Work Status: Full-time

Purpose

Serves as director of ambulance service. Performs supervisory, technical, and clerical work, with primary responsibility for the daily operation of the ambulance service.

Organizational Relationships

Reports to: City Administrator, City Council

Communicates with: *Internally* – EMTs/Drivers, City/Utility employees, City Administrator, City Council and City Attorney.
Externally – Customers and patients, State and Regional EMS program coordinators, other health care professionals (hospitals, first response agencies, and insurance representatives), County officials, State Department of Health and EMSRB officials, County dispatch and social services personnel, suppliers and vendors, and media.

Supervises: EMTs, First Responders and Drivers

ESSENTIAL FUNCTIONS

- Coordinates and oversees Ambulance Billing and MNSTAR input (in-house or through a private billing company)
- Prepares on-call schedule
- Maintains personnel files
- Receives Accounts Receivable and Accounts Payable
- Ensure ambulance service functions at an appropriate level of preparedness
- Coordinates EMT trainings and tracks training participation/certification
- Performs ambulance inspections and maintenance
- General Office skills (answer phones, typing, filing)
- Evaluates and implements policies and procedures in conjunction with and after approval of the Medical Director
- Monitor inventory and purchase supplies and equipment as needed
- Maintains readiness of departmental vehicles and equipment
- Prepares Annual Budget
- Reports to City Council/Townships as needed
- Keeps volunteer staff up-to-date on correspondence, training, and accreditation available.
- Coordinates service's efforts in regards to community events and education, including yearly fundraisers
- Attends job related meetings and classes as needed
- Responsible for recruitment and retention efforts for volunteer service members
- Provides weekday ambulance coverage when available
- Provides patient care on ambulance calls
- Coordinates public outreach and education (first aid training, CPR instruction, etc.)

OTHER DUTIES AND RESPONSIBILITIES

- Performs other related duties and responsibilities as assigned by supervisor or apparent.
- Attends trainings and meetings as directed.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

~City of Preston~

- Knowledge of all applicable laws/rules/regulations related to ambulance and EMS operations
- Knowledge of roads and highways found in service area
- Skill in responding to angry and or upset customers
- Skill in operating ambulance and EMS equipment
- Skill in seeking out available funding for equipment needs and coordinating fundraising activities
- Ability to quickly respond to emergency decisions and take appropriate action
- Ability to communicate effectively, orally, and in writing, and speak / present to a variety of groups
- Ability to exert light to moderate to considerable physical effort in performing work with ambulance and emergency medical services.
- Ability to keep current on changes affecting ambulance and emergency medical services
- Ability to plan, organize, and direct the work of volunteers
- Ability to use a computer and related software (MS Office)
- Ability to handle confidential information with discretion.
- Ability to work with minimal supervision.
- Ability to comprehend and follow oral and written instructions.
- Ability to comprehend and apply the Open Meeting Law and Data Practices Act.
- Ability to establish effective working relationships with City and Utility officials, supervisors and their employees, representatives of other governmental units, and the general public.
- Knowledge of, and skill in, the correct use of English in business writing.
- Ability to work independently and plan, organize and prioritize work tasks.
- Ability to prepare work results with 100% completeness and accuracy.
- Ability to handle multiple ongoing tasks and complete work in a timely manner.

Machines, tools, and equipment used: Computer and printer, phone, calculator, and other typical office equipment.

MINIMUM REQUIREMENTS

- MN State Certified Basic EMT minimum 1 year EMT experience (5 years' experience preferred). EVOC Certified with a Class D Driver's license. NIMS 100, 200, 700, and 800 certificates must be obtained within 6 months.
- Employment is conditional on completion of a drug test, pre-employment physical and criminal background check

Preferred Qualifications

- Bachelors Degree in Emergency Management or Business Administration or equivalent combination of degree and experience
- EMS Management Experience
- First Aid/CPR Instructor or willing to obtain
- DOT Instructor or willing to obtain
- NIMS 300 and 400 or willing to obtain
- Experience in Grant Writing
- State E-Licensing System Experience
- Statewide Trauma Protocol Implementation Process

Working Conditions

Work is performed both inside and outside depending on activity. Work involves a variety of movements such as standing, walking, sitting, bending, crouching, pushing, pulling, repetitive movements, and twisting. Exposure to temperature extremes and infectious diseases while responding to calls. Calls may involve lifting or carrying people and heavy equipment. Operates a vehicle, radio, and EMS equipment.