



Spencerport Ambulance Job Posting Operations Supervisor

Division/Department	EMS
Location	Spencerport Volunteer Ambulance
Job Title	Operations Supervisor
Reports to	Chief of Operations

Payscale: Negotiable. Based on experience. Benefit package available.	Type of position: Full Time	Hours <u>36</u> / week FLSA Status: Non Exempt
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GENERAL DESCRIPTION

The Operations Supervisor will have the oversight of all career personnel and will be responsible for general supervision of personnel. The Operations Supervisor will serve as part of the Operations Staff and attend meetings as scheduled. Scheduling of all personnel and maintaining staffing will be the responsibility of the Operations Supervisor. Payroll, annual evaluation of employees, and statistics/data evaluation will be part of the Operations Supervisors general responsibilities. Other operational duties as appointed by the Chief of Operations. Must be a highly self-motivated individual willing to work under a variety of conditions.

WORK EXPERIENCE REQUIREMENTS

- Two or more years experience as NYS AEMT-P. Must be MLREMS cleared AEMT-P and preferred to be a MLREMS system preceptor.
- Experience working with paid and volunteer staff. Supervisory experience in either capacity is a must.
- Experience maintaining and creating a budget, maintaining records, and working with finances.
- Computer experience preferred.

EDUCATION REQUIREMENTS AND SPECIAL REQUIRMENTS

- High school diploma or GED required. Associates degree or higher preferred.
- Required NYS AEMT-P Certified. CCEMT-P / MICP certification preferred. Current ACLS and PALS certification.
- NIMS 100, 200 and 700 required, certification in NIMS 300 obtained within 1 year of appointment.
- CEVO/EVOC or equivalent preferred.
- Willing to submit to a background check and drug testing.

Please send resumes to or hand delivered to base:

Spencerport Ambulance
Attn: Chief Jeff Krywy
P.O. Box 137
116 Lyell Ave.
Spencerport, NY 14559

Must be received by July 31st, 2007 at 1900hrs.

POSTED BY	Jeff Krywy	Title	Chief of Operations
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