



Position Title:	Part-Time EMS Lab Manager		
Reports To:	Department Chairperson		
Department:	College-Wide	Job Code:	8146
Prepared By/Date:	Jennifer Brito/06-15-2010	Job Group:	H1-NIE
Approved By/Date:	College-wide	Salary Grade:	HD
Revised:	Donna French/01-13-2012	FLSA Status:	Exempt

Summary:

The Lab Manager is responsible for the operation of the labs for Emergency Medical Services programs (Paramedic Certificate Program, Emergency Medical Technician – Basic Program, and First Responder Program) on the Medical Center Campus, Homestead and North Campus

Essential Duties and Responsibilities:

- Schedules, manages, and plans laboratory courses for Paramedic, EMT-B, and First Responder courses
- Oversees and coordinates ordering, stocking, and restocking laboratory equipment and supplies in the laboratories on the Medical, Homestead and North campuses
- Maintains supplies and equipment inventory
- Communicates with full/part time faculty and Chairperson on laboratory scheduling and classroom issues as needed
- Prepares laboratories each day for all Paramedic, EMT-B, and First Responder courses
- Prepares classroom/laboratory materials (handouts and lab manuals) for Paramedic, EMT-B, and First Responder as needed
- Assists with preparing course outlines for Paramedic, EMT-B, and First Responder laboratory courses
- Participates in EMS departmental meetings as required.
- Assists with clerical duties such as typing, filing, copying, and computer use in laboratory related responsibilities
- Sets up audio-visual equipment as needed for laboratory classes
- Troubleshoots problems associated with laboratory issues
- Participates as team member of the EMS department
- Performs any and all other duties related to laboratory activities on and off campus (including transporting and arranging for equipment/supplies at off-site locations and other campuses)
- Coordinates the scheduling of tutorial sessions for Paramedic, EMT-B, and First Responder participants
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Possess good oral and written communication skills
- Knowledgeable in computer Microsoft and database applications
- Possess excellent customer service and organizational skills
- Ability to work a flexible schedule that may include evening and weekend assignments
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Must be credentialed in Emergency Medical Services as an EMT or Paramedic with a minimum three (3) years of experience in Emergency Medical Services

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name