



San Juan County Public Hospital District No. 1

Job Title:	Director of Logistics/Operations, Preparedness Officer	Job Category:	Full-time, At Will
Department	EMS Operations	Hire Date:	October 2020
Location:	Friday Harbor, WA	Travel Required:	Local: Regular Region: Occasional National: Rare
Pay Range:	65,000-85,000/ Yearly	Scale:	Salary/exempt

Reporting: SJCPHD #1 Chief Executive Officer/Superintendent

Job Description

QUALIFICATIONS:

1. Leadership experience
2. Ability to work with volunteers
3. Public safety operations experience
4. Current Washington State EMT
5. Associates Degree or greater preferred
6. Washington State Evaluator preferred
7. CPR Instructor preferred

KNOWLEDGE, SKILLS AND ABILITIES:

1. Must have a positive attitude, exceptional communications skills and willingness to be a team player. Must be able to follow CEO direction and work with fellow leadership
2. Must be self-motivated with a strong work ethic
3. General knowledge of EMS apparatus, equipment and supplies and their operational needs and maintenance
4. Proficiency with computer and remote conferencing software
5. Managerial and time management skills
6. Knowledge of Washington law as it pertains to public safety and healthcare facilities is a plus, as are construction contracts and property control
7. Knowledge of NFPA regulations and codes. Knowledge of regulations pertaining to health, safety, and environmental issues
8. Knowledge of OSHA/EPA standards for workplace safety and compliance
9. Knowledge of public safety preparedness for EMS response and mitigation
10. Ability to balance Administrative and EMT Responsibilities



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JOB GOAL

Direct, supervise, and conduct all agency readiness; procurement, stocking, maintenance, and cleaning of agency facilities and equipment with direct reporting to SJCPHD #1 CEO/Superintendent. Respond to emergencies as needed. Provide educational and support services to the administration and staff to ensure a safe, attractive and comfortable setting for learning and operations. Provide agency readiness to respond to external disasters and community needs in the event of a mass casualty event within the District.

SUPERVISES:

Logistics coordinator and officers, Staff EMT's and Paramedics, Captains, Lieutenants, Volunteer EMT's, per-diem and contract workers

PERFORMANCE RESPONSIBILITIES:

Management

1. Purchase, maintain, and ensure responders receive training on equipment for disaster response.
2. Work with staff and volunteers to assess, plan, purchase, and enable to effective deployment of the agency in responding to a mass casualty event within the district.
3. Coordinate with staff and volunteers to prioritize facility needs.
4. Coordinate with other public safety agencies to provide optimal responses to emergencies in collaboration with Paramedics, and under the direction of the MPD and CEO.
5. Develop needed resilience supplies, apparatus, and equipment to respond to a disaster.
6. Participate in and lead employee reviews for those under their supervision with the CEO (who makes final approval of the reviews).
7. While Directors and/or supervisors may recommend discipline, and pay changes, the Administrator shall be the only person authorized to implement such actions
8. Assist with management initiatives
9. Assist in the hiring of staff that will be supervised by this position
10. Make Ops staff available to the Public Information Officer for media releases and social media; encourage staff to share information about major events and occurrences to PIO
11. Supervise Logistics coordinator (if any), Staff EMT's and Paramedics, Captains, Lieutenants, Volunteer EMT's, per diem and contract workers.
12. Supervise the EMTs responsible for facilities management, and ensure on-going preventative maintenance program for buildings, apparatus, and capital supplies and equipment
13. Supervise the EMTs responsible for fleet management and ensure fleet needs are met
14. Supervise the EMTs responsible for inventory equipment and materials. Assure up to Audit Standards every 6 months.



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EMT

15. Respond as an EMT when needed
16. Keep training and Washington State certification current
17. Assist with instruction when possible

Facilities, Budget, and Logistics

18. Assist the CEO in developing long- and short-range plans for facility and equipment needs of the agency
19. Plan, coordinate and supervise all projects conducted by maintenance personnel, or delegate to the appropriate logistics officers
20. Help develop cost analysis for all operational projects; review and finalize with CEO
21. Assist in developing an annual plan and budget for the Maintenance and Logistics Department, capital projects, and the Operations Department (with primary responsibility belonging to the CEO)
22. Manage environmental services for the District either directly or through logistics officers (Waste management, recycling, environmental regulations compliance)
23. Coordinate architects, engineers, governmental agencies, vendors, utilities, and contractors to obtain required services for projects (as needed)
24. Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force as needed to move objects. This position may result in exposure to individuals carrying infectious diseases or illnesses, such as Hepatitis A, B, or C, HIV, tuberculosis, etc. This position will involve periods of high physical, mental and/or emotional stress.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the agency's approved compensation plan. Employment is considered "at will" by State of Washington regulations.

EVALUATION:

Performance of this job will be evaluated yearly by the CEO/Superintendent (usually August).