

JOB DESCRIPTION

JOB TITLE: Operations Support Technician
DEPARTMENT: Support Services
REPORTS TO: Operations Support Supervisor

SUMMARY

- Operations Support Technician is a key position in ensuring that Emergency Medical Responders have the equipment and supplies necessary to effectively and efficiently support the needs of the Mecklenburg County EMS System.

DUTIES AND RESPONSIBILITIES

- Perform unit inventories to ensure appropriate stocking levels of all MEDIC units including ambulance, logistics vehicles, and any other units which may carry medical equipment and/or supplies
- Restock all ambulance on a daily basis to ensure operational readiness
- Assist with crew changes of numerous units at various times of the day and night
- Handle stock while keeping accurate records of all activity surrounding the flow of items received and distributed
- Deliver and/or pick up equipment and supplies as needed
- Handle, log and distribute numerous medications, including Class II and Class IV controlled substances. All logs must show a continuous chain of custody
- Assist with the upkeep of all MEDIC equipment and vehicles. Duties include cleaning and/or transporting a variety of equipment
- Assist in cleaning facilities
- Handle and clean equipment contaminated with potential biohazards
- Maintain radio communications via two-way radio
- Attend periodic training meetings in order to stay informed of new policies, procedures, and equipment.
- May be called upon to respond to an emergency scene
- In addition to the above-listed duties, the incumbent is expected to work with and without direct supervision and is accountable for preparing ambulances for duty in treating the sick and injured. Attention to detail is essential as oversights or mistakes may directly affect patient care in the field and result in further injury, permanent disability or death to a patient and/or legal action against the Agency or Mecklenburg County

QUALIFICATIONS

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

- High School diploma or general education degree (G.E.D); or equivalent combination of education and experience
- Basic knowledge of EMS systems
- Ability to safely operate warehouse equipment, such as, but not limited to pallet jacks, ramps, ladders and dolly

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 regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move more than 100 pounds.

Interested applicants please complete the online application and upload a **resume**, **formal letter of interest** and a **letter of recommendation** from a full-time Supervisor no later than **5:00 P.M. on October 28th, 2020**, at <https://medic911-internal.candidatecare.jobs/>

SALARY RANGE. Please contact HR.

INTERVIEW PREPARATION

Interview preparation is available to all Medic employees. The interview preparation packs are available with **HR Forms** (file holder outside the HR Office), and **My Medic**.

If you have any further questions please contact Mary Shockley at MaryS@medic911.com