

	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Member Guidelines</i> – Uniform Coordinator	SOG #101-003N
	Approved: Chief Christopher J. Reynolds	Initiated: October 2023 Revised: N/A

Classification

Committee Head

Reports to

Deputy Chief

POSITION DESCRIPTION

Summary/Objective

The Uniform Coordinator will coordinate the proper stocking, ordering, and inventorying of all LPEMS uniforms and safety gear. The coordinator will work hand in hand with the Assistant Chief and Executive Director as well as outside approved vendors.

Essential Functions

1. Remain in compliance with ACT 37.
2. Provide pre-hospital care to ill or injured patients at current certification level, utilizing the decision making needed to properly transport patients to necessary medical facilities based on facility capability.
3. Establishes and maintains a working environment conducive to positive morale, quality, and teamwork.
4. Coordinate the direction of assigned personnel including monitoring work assignments, work closely with officers and committee heads to direct and mentor their efforts.

Responsibilities

1. Maintain accurate inventory of all LPEMS Uniforms, Jackets, Helmets, and Extrication Coats.
2. Issue and maintain all LPEMS uniforms in accordance with LPEMS SOG's.
3. Coordinate all uniform repairs.
4. Ensure and account for all member uniform allowance and ensure compliance with uniform standards.
5. Reports directly to the Assistant Chief.
6. Must submit a written report to the Assistant Chief and Chief of Operations by the 3rd Friday of the month.

Competencies

1. Ethical Conduct.
2. Stress Management/Composure.
3. Problem Solving/Analysis.
4. Communication Proficiency.
5. Strategic Thinking.
6. Teamwork Orientation.
7. Diversity and Inclusion.

Supervisory Responsibility

The Uniform Coordinator will oversee members of the committee only while engaged in committee assigned responsibilities.

Signatures

This position description has been approved by all levels of management:

Member signature below constitutes understanding of the requirements, essential functions, and duties of the position.

Member _____ Date _____

Chief of Operations : _____

CC: File

