

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

Classification

Committee Head

Reports to

Chief of Operations

POSITION DESCRIPTION

Summary/Objective

The Engineer will oversee a committee and be entrusted with the maintenance, training, and ordering of all aspects of LPEMS's Vehicles. Engineer will work hand in hand with the Chief of Operations and Executive Director as well as outside approved vendors.

Essential Functions (Engineer)

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 records of all vehicle maintenance.
2. Ensure all vehicles are in proper working condition.
3. Coordinate any repairs of LPEMS vehicles.
4. Coordinate a committee for the purpose of purchase of any new LPEMS vehicle.
5. Coordinate and administer the LPEMS Driver Training policy.
6. Review monthly the LPEMS Drive camera system and report violations to Chief.
7. Involved in any vehicle accident investigation with an LPEMS vehicle.
8. Submit a written report to the 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 Engineer 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

