



LEWIS COUNTY SEARCH AND RESCUE, INC.

7782 West State Street, Lowville, NY 13367

Dial 911 for Emergencies 315-376-7745



JOB OPENING

Lewis County Search and Rescue is currently accepting applications for an Assistant Chief of Operations. Attached is the job description as approved by the Board of Directors. If interested please submit a letter of interest and a resume to jastafan@lcsr-ems.org or PO Box 247 Lowville NY 13367 no later than 8am Monday June 26th 2017.



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Job Posting

Job Title: Assistant Chief of Operations

Department: Operations

Minimum Education and Experience:

1. Currently certified as a New York State Paramedic.
2. Must have two years' experience as a Paramedic.
3. Have at least one year supervisory experience in either paid or volunteer service.
4. Be currently certified with American Heart Association BLS, ACLS and PALS.
5. Must have completed ICS 100, and 200.
6. Be currently certified or willing to obtain American Heart Association to instruct BLS, ACLS and PALS

Knowledge, Skills, and Abilities:

1. Working knowledge of the modern EMS instructional principles, procedures, techniques and equipment, Incident Command as demonstrated through the New York State certifications, demonstrated knowledge of applicable laws, departmental standard operating procedures and regulations.
2. Skill in the EMS operations and EMS equipment, radio, pager, office equipment, audio/visual equipment.
3. Ability to perform various data entry responsibilities in Microsoft Office Software products and related software. Assist with the compilation of and preparation of various reports and function specific to EMS.
4. Ability to effectively apply instructional techniques.
5. Ability to communicate verbal and written instructions.
6. Ability to establish working relationships with paid and volunteer employees, and other agencies, and the public.
7. Retains current required certifications.

Special Requirements:

1. Must be willing to obtain NYS DOH CIC
2. Must be 21 years or older at the time of employment
3. Must possess and maintain a valid New York State Driver's License without record of suspension or revocation in any State.



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4. No felony convictions or disqualifying criminal history.
5. Citizen of the US.
6. Ability to read, write and comprehend the English language.
7. Ability to meet departmental physical standards.
8. Must be of good moral character and temperament and possess industrious habits.

Salary:

Negotiable, based on experience and qualifications.

Job Description:

- Reports to the Chief of Operations
- Responds to both Emergency and Non-Emergency calls
- Assist the Chief of Operations in scheduling and with staffing issues
- Oversees member/employee files.
- Oversees the training operations of LCSR.
- Oversees recruitment and retention of staff to include but not limited to new member orientation
- Ensures and documents all LCSR certified units meet State and Regional Requirements
- Oversees the general membership
- Acts as Chief of Operations in his/her absence
- Must be willing to be on call as needed
- Other duties as assigned