

	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Member Guidelines</i> – Building Maintenance & Station Supply Coordinator Position Description	SOG #101-003F
	Approved: Chief Christopher J. Reynolds	Initiated: May 2023 Revised: N/A

Classification

Committee Head

Reports to

Executive Director

POSITION DESCRIPTION

Summary/Objective

The Building Maintenance / Station Supply Coordinator will coordinate the proper stocking and ordering of station supplies as well as coordinate building maintenance for all LPEMS stations. The coordinator will work hand in hand with the Executive Director as well as outside approved vendors.

Essential Functions (Lieutenant(s))

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. Ensure adequate stocking of station supplies in Main Station cabinets, stock room, and Kitchens.
 - a. Paper products
 - i. Toilet Paper
 - ii. Paper towels
 - b. Trash Bags
 - c. Cleaning Products
 - i. Toilet Bowl
 - ii. Floor
 - iii. Disinfectant
 - iv. Window
 - v. Dishwasher

- vi. Dish Soap
- vii. Hand Soap
- d. Coffee & Creamer
- 2. Ensure adequate stocking and organization of supplies in Sub Station Cabinets & Kitchen.
- 3. Order supplies from appropriate approved vendors
- 4. Unpack supplies and place orderly in proper location as they arrive.
- 5. Establish and maintain building maintenance vendors.
- 6. Become point of contact for outside contractors and vendors.
- 7. Conduct minor repairs if needed.
- 8. Submit a written report to the Executive Director by the 3rd Friday of the month.
- 9. The Building Maintenance / Station Supply Coordinator will report directly to the Executive Director.

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 Building Maintenance & Station Supply 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