

Reports to: Field Supervisor

Responsibilities:

1. The Bike Patrol Coordinator reports to the Field Supervisor and assists both the Director of Operations and the Field Supervisor in the planning and deployment activities of the bike patrol.

Principal duties: (include, but are not limited to)

1. Acts as a liaison between CMT and the requesting agency
2. Perform safety and equipment checks on all participants with the Bike Patrol.
3. In the absence of the DO or Field Supervisor, at a Bike Patrol event, can directly manage the deployment of the Bike Patrol.
4. Other duties as assigned.
 - a. The duties stated above are not meant to be restrictive or all encompassing. The Bike Patrol Coordinator needs to be flexible and able to make difficult decisions. The Field Supervisor has a vital role as a member of the Company. He/she must constantly strive to improve our service and make recommendations for changes / improvements in Company policy and procedures to the DO.

Qualifications:

1. Minimum NYS Certified Emergency Medical Technician - Basic.
2. Minimum of two years experience as an EMT (active with an ambulance or first response agency)
3. Knowledgeable about the use and safety of bikes.
4. Excellent written and verbal communication skills.
5. Demonstrates leadership / supervisory ability.

Effective:

December 26, 2003