

EMS COMMUNICATIONS COORDINATOR

Nature of Work: Under administrative direction, has primary oversight responsibility for the statewide emergency medical services communications system. Serves as a telecommunications system planner and engineer. Coordinates the maintenance of the system with technicians from the support services contractor. Responsible for contracting with vendors for construction and/or maintenance of the communications system. Assists management and legal counsel in maintaining the land, lease and other arrangements required to keep the microwave and VHF and UHF communications system functioning. Performs related work as required.

Examples of Work

Plans, designs, and implements various emergency medical communication systems for two-way radio, pager, video, biomedical telemetry, data, telephone and microwave systems. Develops long and short term plans for emergency medical services telecommunications.

Selects sites for communication equipment by analyzing demographics of area, propagation studies, interference sites, path studies, and receiver descents.

Designs systems and components to conform to the emergency medical services communications plan and Federal Communications Commission (FCC) regulations.

Plans, designs, develops specifications, and oversees the implementation of the statewide emergency medical services microwave linkage system.

Prepares specifications and cost analysis for contracts for electronic components, equipment, and systems; monitors contract costs and negotiates charges with vendors.

Prepares projections, recommendations, and justification for capital budget requests.

Negotiates the land and/or tower arrangements for current and projected tower sites.

Assists agency staff in the maintenance of current lease, deed, related land, facility, and equipment inventory.

Prepares and coordinates FCC license applications and maintains proper tower sites and radio station licenses in accordance with FCC regulations.

Assists in negotiations with associated agency or communications firms with interests in collaboration or modification of the emergency medical services communications system.

EMS COMMUNICATIONS COORDINATOR (Cont'd.)**Examples of Work (Cont'd.)**

Reads, analyzes, and interprets common scientific and technical journals, financial reports, and legal documents. Responds to inquiries or complaints from customers, regulators, agencies, or members of the business community.

Knowledge, Skills and Abilities

Knowledge of radio system design, construction, operation and repair.

Knowledge of Federal Communication Commission rules and regulations governing radio transmissions.

Knowledge of computerized propagation and path analysis programs.

Knowledge of electronic systems used in the transmission of radio programs.

Ability to plan, direct, and coordinate the program and administrative activities of the unit.

Ability to present ideas effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with other government officials, employees, and the public.

Minimum Qualifications

Training: Graduation from an accredited college or university with a Bachelor's degree in electrical engineering.

Substitution: Experience as described below may substitute for the training requirement on a year-for-year basis.

Experience: Four years of full-time or equivalent part-time paid experience in communication systems design.

Special Requirement: May be required to obtain upon hire a FCC commercial radio/telephone license or the equivalent.

Established: 2/19/98

Revised: 11/08/04

Effective: 11/08/04