

**DELAWARE COUNTY
EMERGENCY MEDICAL SERVICES**

TITLE:

Assistant Chief of EMS

JOB OBJECTIVES:

Individual assists in all department activities to provide the citizens of Delaware County with emergency medical care. Assumes the responsibilities of the Chief of EMS in his or her absence. Individual reports to the Chief of EMS.

ESSENTIAL JOB FUNCTIONS:

- Maintains appropriate staffing levels required to operate Emergency Medical Service Units;
- Assists in development of policies and modifies protocol as required;
- Develops, implements and administers all training class schedules and performs oversight of training needs for all EMS personnel;
- Develops, implements and maintains an orientation program for all new EMS employees to ensure a smooth transition into Delaware County procedures, policies and protocols;
- Ensures that training programs meet or exceed local, state and Federal requirements or minimum standards;
- Responds immediately to high-priority emergency calls when the situation requires supervisory assistance and decision making authority, and provides appropriate medical care;
- Recommends, administers and enforces in a consistent manner, Standard Operating Guidelines, County and departmental policies and procedures, including, but not limited to adherence to medical protocol;
- Promotes and maintains positive relationships for DCEMS, both with the community, and with other agencies;
- Oversees and insures the efficient operation and quality control of DCEMS programs;

- Supervises staff involved with EMS program to include, but not limited to, assigning work, planning and estimating project completions, monitoring performance, training employees, interviewing staff, and resolving problems, grievances and personnel situation;
- Creates correspondence, creates forms and develops reports associated with the department;

NON-ESSENTIAL FUNCTIONS

- Performs related essential and non-essential functions as required.

JOB REQUIREMENTS

Equipment:

Individual uses the following equipment: computer, copier, FAX machine, backboards, extrication equipment, radios, computer, battery chargers, glucometer, cardiac monitor; suction equipment, defibrillator, doppler stethoscope, laryngoscope, intravenous pump, oxygen regulators and bottles, restraining devices, medical supplies, fire extinguisher. Individual uses the following safety equipment; rubber gloves, respirator, face shields, hard hats, biological hazard bags, infection control gowns, and other equipment necessary to perform duties. Ensures all personnel use equipment appropriately.

Critical Skills/Expertise:

- Thorough knowledge of the structure and management of local, State and Federal governments, especially as to how they relate to laws governing the administration of an EMS program;
- Thorough knowledge of current developments, legislation, and other matters pertaining to EMS and their impact on training and procedures;
- Thorough knowledge of and the ability to apply rules, regulations and guidelines associated with EMS and training;
- Thorough knowledge of paramedic skills, equipment used and protocol;
- Knowledge of mutual aid techniques, radio operations, safe operation of emergency vehicles;

- Thorough knowledge of and the ability to apply rules, regulations and guidelines associated with emergency medical care;
- Ability to define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills;
- Thorough knowledge of recruiting, interviewing, and counseling;
- Thorough knowledge of and ability to apply effective supervisory skills to direct, motivate and manage subordinate personnel;
- Extensive knowledge of and ability to apply program policies and procedures to assist staff in the performance of their responsibilities;
- Ability to communicate effectively, both orally and written;
- Ability to communicate clearly and concisely in stressful situations;
- Knowledge of computers and related software;
- Ability to work effectively with clients who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within reasonable range of constructive behaviors;
- Ability to work independently, under pressure, and to set and achieve goals;
- Ability to motivate and counsel staff and clients;
- Ability to work independently, under pressures, and to set and achieve goals;
- Ability to organize and maintain large volumes of information and paperwork;
- Ability to effectively program plan independently and in collaboration with other staff units and outside agencies.

Job Standards:

High School education or equivalent plus special training as an EMT-Paramedic combined with extensive field and supervisory experience. Must have a valid Ohio driver's license and acceptable driving record, EMT-Paramedic, ACLS, and CPR certifications at time of hire, and maintained throughout length of employment. Individual preferably will hold their EMT-Paramedic Instructor certificate or must acquire the certificate within 180 days of appoint of position. Must have emergency vehicle driving course certification. Must have Hazmat Awareness certification at a

minimum. All required licenses and certificates must be maintained as a condition of continued employment.

DIFFICULTY OF WORK

Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures. Individuals are required to provide technical assistance to staff personnel on programs, policies, and the interrelationship of programs, the computer system and the application of this under extremely complex and difficult situations. It requires the individual to be continually aware of changes occurring which must be learned and passed on to staff. Procedures must be developed for implementing changes at the local level.

RESPONSIBILITY

Supervisor provides general guidance allowing the individual the ability to plan the procedures and methods to attain objectives. Individual makes choices or decisions without supervisory input on most daily activities, such as scheduling appointments, establishing priorities, making referrals to other agencies, and forming collaborative relationships with other service providers in the county. Individual operates independent of supervision in handling daily operations, normally receiving supervisor's input when needed. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information, and may cause loss of efficiency of response of emergency services and possible loss of life.

PERSONAL WORK RELATIONSHIPS

Individual is in constant contact with co-workers, employees from public and private sector organizations and the public. The purpose of these contacts is to guide and direct, check on progress of work assigned, coordinating services, job development/referrals and handle questions about department, programs and client concerns.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Physical Requirements:

Individual is required to lift patients weighing up to 200 pounds on a one-man cot.

Physical Activities:

Individual is exposed to the following physical activities: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, listening, and repetitive motions.

Visual Activity:

Visual activity includes duties close to eyes, at or within arm's reach and operating vehicles.

Job Location:

Work is performed both inside and outside with exposure to weather temperatures ranging from below 32 degrees to above 100 degrees for periods of more than one hour. Individual is exposed to noise, vibration, physical hazards, and oil. Individual is exposed to fumes, odors, dusts, mists, gases or poor ventilation.

SUPERVISORY AND MANAGERIAL FUNCTIONS:

Span of Control:

Individual assists in the supervision, directing and coordinating of the operations of the department's Captains, Lieutenants, EMT-Paramedics and EMT-Intermediates.

Supervisory Functions:

Planning: Individual is required to make sure department is adequately staffed. Undertakes performance studies and checks on companies for purchase of vehicles. Assists in planning response time and changes.

Organizing: Individual organizes preventative maintenance on vehicles and keeps Chief informed of their condition.

Budgeting: Individual assists the Chief in development of the annual budget.

Directing: Individual assists in delegating responsibilities to ensure all duties are accomplished.

Instructing: Individual instructs Captains and Lieutenants in new responsibilities or changes in procedures.

Setting Standards: Individual assists Chief with changes to medical protocol and station policies and procedures.

Reviewing: Individual periodically reviews stations, trucks and equipment. Individual reviews run sheets on a daily basis and informs Chief of any medical protocol and procedural discrepancies.

Training: Individual oversees the training program. Routinely reviews training records and assists Training Officer as needed.

Counseling and Disciplining: Advises Chief of problems and assists as necessary in recommending and administering discipline.

Appraising Performance: Individual evaluates the performances of subordinates and keeps Chief informed of activities.

Other Personnel Functions: Individual assists in coordination of hiring process, approves leaves, gives recognition to subordinates, and schedules staff.

Supervision Received:

Work methods and related problems: Individual is given minimal general guidance allowing for the planning of methods and procedures to obtain objectives.

Productivity: Individual receives minimal supervision in this area.

Budget: Individual assists in planning department budget for approval by Chief.

Staffing and/or organizational changes: Individual assists in hiring process of all employees.

Department objectives: Maintains department objectives without direction.

Direction and/or guidance received from Supervisor: Direction or guidance is given only upon request or when unusual problems arise. Will meet daily or as needed with Chief to discuss department procedures/needs.

ACKNOWLEDGMENT

I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee

Date

Chief

Date

PCN#: 1130306105
Wage: EXEC1
FLSA Status: Exempt
Civil Service Class: Classified