



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Director of EMS (EMS Chief)

Department: Emergency Medical Services

Pay Grade: 221

FLSA Status: Exempt

JOB SUMMARY

The essential function of the position within the organization is to provide, and supervise the provision of emergency medical services to the public. The position is responsible for supervising and training staff, providing emergency medical services, and performing administrative duties of the department. The position formulates long-range goals for the organization; develops policy and position papers.

ESSENTIAL JOB FUNCTIONS:

- Provides basic and advanced emergency medical care, based on established medical protocols, to sick and injured persons.
- Drives an emergency vehicle in a safe and prudent manner at all times. Maintains the station, supplies and equipment.
- Completes and maintains required paperwork, including documentation of all medical procedures and services provided.
- Develops, implements and coordinates continuing education/training.
- Supervises, directs, trains, schedules and evaluates assigned staff in the provision or emergency medical services.
- Conducts and attends meetings.
- Processes employee concerns or problems, directs work, counseling, disciplining and completing employee performance appraisals, selects employees.
- Performs the administrative duties of the department, including budgeting, ordering supplies, and approving accounts payable.
- Develops procedures, processes and guidelines.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Requires education or training equivalent to a Bachelor's degree in emergency medical services, public administration, or a closely related field.
- Requires five (5) years of experience in the EMS field, including supervisory, managerial, and budgetary experience.

Licenses, Certifications or Registrations:

- Valid Driver's License, with good driving record.
- Virginia Paramedic.
- Tidewater EMS Council Sanctioning Certificate.
- Emergency Vehicle Operator's Course Certification.
- Cardio-Pulmonary Resuscitation - Health Care Provider Certification.
- Hazardous Materials Awareness.
- Certification in appropriate specialty courses for level of certification (e.g. ACLS, PALS).

Knowledge, Skills and Abilities:

- Skill in performing supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.
- Ability to make decisions with extremely serious impact- affects entire organization and impacts other activities/organizations and the general public; loss of life and/or damage is highly likely.
- Ability to read journals and manuals; composes specialized reports using proper format and grammar; speaks to groups of coworkers and people outside the organization.

PHYSICAL DEMANDS:

The work is very heavy work exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required: climbing, crawling, crouching, feeling, grasping, handling, hearing, kneeling, lifting, manual dexterity, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORK ENVIRONMENT:

Work is performed dealing with crisis situations that requires making major decisions involving people, resources, and property.

The County of Northampton has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR designee) Signature

Date

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The County of Northampton is an Equal Opportunity Employer, ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.