# Chief, EMS Career Operations Contract

## FLSA: Exempt

**Date: 09/23**

**Job Summary:** Performs management duties in the Department of Emergency Services while exhibiting strong leadership traits. The Emergency Medical Services Chief is responsible for recommending policies, implementing approved policies, evaluating systems, organizational planning and coordinating the day-to-day operations of the County’s Emergency Medical Services Division. The Chief of EMS will work with the County’s Jurisdictional Medical Director regarding clinical issues and patient care. The EMS Chief will work with local volunteer Fire/EMS providers, the Advanced Life Support Unit of St. Mary’s County, the local Rescue Squad Association, regarding operational matters. This position works directly under the supervision of the Director of Emergency Services.

# Essential Functions:

1. Oversees the daily operations of the St. Mary’s County Government Emergency Medical Services Division in accordance with Federal, State, and County laws, Departmental regulations, policies and procedures;
2. Oversees the ordering of, inventory and record keeping of controlled dangerous substances according to standards set by the Jurisdictional Medical Director, State of Maryland - COMAR, and federal regulations;
3. Supervises, trains, assists and evaluates performance of full-time and hourly staff;
4. Conducts extensive research, prepares comprehensive reports and presents on topics as directed by the Director of Emergency Services;
5. Writes policies and procedures and submits them to the Director of Emergency Services for approval. Provides leadership, planning, direction and recommends long and short-range goals for St. Marys County’s EMS Division;
6. Supervises employee activities ensuring compliance with licensing and certification requirements for the County’s EMS Division employees;
7. Analyze and extrapolate data from statistics to show strengths and weaknesses of the County’s current EMS System;
8. Makes recommendations for the budget of the Emergency Medical Services Division;
9. Maintains necessary supplies and equipment to allow personnel to perform to their duties;
10. Attends, after normal business hours, various meetings conferences, workshops and training sessions, as needed;
11. At the direction of the Director, investigates complaints against personnel, makes determinations and provides recommendations to the Director of Emergency Services;
12. Responds to citizen questions and inquiries in a courteous and timely manner;
13. Coordinates with local law enforcement agencies on various issues concerning Emergency Medical Services;
14. Coordinates with State and Local Health Departments on various health concerns/issues;
15. Coordinates EMS requests/activities with various civilian and governmental agencies;
16. Performs the duties of a Paramedic and EMT as necessary, providing non-emergency and emergency lifesaving interventions;
17. Performs general clerical tasks, which may include report writing, answering telephones, recording, relaying messages, using various office equipment (Fax machine, copier, projector, etc.);
18. Performs related work as required.

## Required Knowledge, Skills, and Abilities:

1. Knowledge of methods and procedures of managing Emergency Medical Services;
2. Knowledge of laws, policies, procedures and regulations governing the operations of Emergency Medical Services, i.e. COMAR “Title 30”;
3. Knowledge of effective methods of supervision and leadership skills;
4. Knowledge of the National Incident Management System;
5. Knowledge of Basic and Advanced Life Support practices, procedures and protocols;
6. Knowledge of State and local training requirements for emergency medical service providers;
7. Thorough knowledge of the *St. Mary’s County Department of Emergency Services, EMS Division: Standard Operating Procedures* and the *St. Mary’s County Personnel Policy and Procedure Manual;*
8. Knowledge of HIPPA laws and regulations;
9. Proficiency in Microsoft Office products and tools;
10. Proficiency in preparing work schedules and managing staff effectively;
11. Ability to handle emergent and non-emergent situations safely and effectively;
12. Ability to quickly learn and use new skills and knowledge brought about by rapidly changing information and technology;
13. Ability to establish and maintain effective working relationships with others encountered in the work environment;
14. Ability to effectively communicate orally and in writing using both technical and non-technical language;
15. Ability to work under extremely stressful situations which result from a building fire, emergency medical and hazardous materials responses, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property;
16. Ability to use logical and creative thought process to develop solutions according to written specifications and/or oral instructions;
17. Ability to operate a personal computer using standard or customized software applications to assigned tasks.

## Education and Experience:

* 1. Bachelor's degree with a major in Fire, EMS, Public or Educational Administration, or Business Administration. Additional years of management experience will be considered as a substituted for education;
  2. Successful completion of EVOC training within six months;
  3. Applicant must have at least five (5) years of experience within the field of Emergency Medical Services that includes at least two (2) years of experience as a manager and certified instructor and be able to meet all requirements for the “Paramedics classification” in St. Mary’s County.
  4. Or equivalent technical training, education, and/or experience.

# Additional Requirements:

1. Must have a current, valid driver’s license;
2. Must have and maintain a current license as an Emergency Medical Technician-Paramedic in the State of Maryland;
3. Must have National Registry Paramedic Certification;
4. Must have and maintain current certification in CPR, ACLS, EVOC, Haz-Mat Operations, Incident Management Systems ICS 100, 200, 300, 400, 700 & 800. MFRI Instructor II. BTLS/PHTLS preferred, but not required;
5. Must maintain current Driver’s and Paramedic License and certifications during employment as well as all necessary Instructor certifications.
6. Employee is subject to work beyond the normal scheduled hours of work, work weekends and holidays.
7. Employee is subject to 24 hour call back as needed.
8. Employee may be subject to attend various meetings and events after normal business hours and on the weekends.

## Physical and Environmental Conditions:

Work requires periods of light physical activity and occasionally perform the duties of a Paramedic while meeting all requirements for such classification.

Will need to utilize Self Contained Breathing Apparatus (SCBA) or other types of equipment for self-protection, as needed.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

Work may involve risks or discomforts which require special safety precautions, e.g., working around moving parts, constructions sites or machines. Employee may be required to use protective various types of equipment for self-protection, may require working in adverse weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

HR Representative Date

Your signature below indicates that you have received a copy of this position description.

Employee’s Signature Date