# Assistant Chief, Career EMS

**Grade: 09**

## FLSA: Exempt

**Date: 05/23**

**Job Summary:**

Performs administrative and supervisory work in the Department of Emergency Services, EMS

Division. Assists in the planning, implementing, evaluating and daily operations of the Emergency Medical Services Division. Works with local and regional EMS Councils, local EMS providers and agencies. Works directly under the supervision of the Chief of Emergency Medical Services.

# Essential Functions:

1. Oversees the daily administrative operations of the Emergency Medical Services Division in accordance with Federal, State and County laws, regulations, policies, and procedures.
2. Administers daily field operations of the Emergency Medical Services Division.
3. Assists the EMS Chief in establishing policies and procedures to ensure compliance with licensing and certification requirements for the County’s Emergency Medical Services Division employees.
4. Supervises, assists, and evaluates performance of Medical Duty Officers.
5. Provides operational support in the field as a supplemental support unit/provider as assigned.
6. Works with the EMS MDO’s (Medical Duty Officers) to coordinate training opportunities and assures personnel receive the appropriate training as required by their job descriptions and departmental needs as well as coordinating the evaluation of providers in the clinical and operational setting to assure core competency.
7. Investigates EMS related complaints, policy/procedures; recommends corrective actions to the Chief of EMS. Oversees the Quality Assurance Program of the EMS Division.
8. Makes recommendations to the Chief of EMS and assists in the preparation of budgets for the EMS Division.
9. Works with EMS Chief to evaluate the 9-1-1 EMS system/services through a combination of data collection and direct observations as well as conduct research and analysis of current and future 911 EMS issues and trends for the continuous improvement of the program and Department.
10. Acts for the EMS Chief in his/her absence. Assume Command of Division in the absence of the EMS Chief during Emergency Operations Center activations.
11. Attends, after normal business hours, various meetings conferences, workshops, and training
12. sessions, as needed.
13. Represents the Department of Emergency Services at various local and state level functions.
14. Performs general clerical tasks, which may include answering telephones, relaying messages, using various office equipment (Fax machine, copier, projector, etc.)
15.  Performs other related job duties as assigned.
16. Responds to citizen questions and inquiries in a courteous and timely manner;
17. Coordinates with local law enforcement agencies on various issues concerning Emergency Medical Services;
18. Performs the duties of a Paramedic and EMT as necessary, providing non-emergency and emergency lifesaving interventions;
19. 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. Ability to oversee the Quality Assurance Program of the EMS Division.
9. Knowledge of HIPPA laws and regulations;
10. Proficiency in Microsoft Office products and tools;
11. Proficiency in preparing work schedules and managing staff effectively;
12. Ability to handle emergent and non-emergent situations safely and effectively;
13. Ability to quickly learn and use new skills and knowledge brought about by rapidly changing information and technology;
14. Ability to establish and maintain effective working relationships with others encountered in the work environment;
15. Ability to effectively communicate orally and in writing using both technical and non-technical language;
16. 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;
17. Ability to use logical and creative thought process to develop solutions according to written specifications and/or oral instructions;
18. Ability to operate a personal computer using standard or customized software applications to assigned tasks.

## Education and Experience:

* 1. Associates degree with a major in Fire, EMS, Public, Educational or Business Administration or equivalent.
	2. Five years (5) of experience in public safety field or related work that includes supervisory experience, or an equivalent combination of education, experience, and training.
	3. National Registered Paramedic, Maryland Paramedic License, Advanced Cardiac Life Support, CPR, Pediatric Advanced Life Support, Emergency Vehicle Operators Course, Hazmat Operations, ICS 100, 200, 300, 400, 700, 800.
	4. Or equivalent technical training, education, and/or experience.

# Additional Requirements:

1. Must have a current, valid driver’s license;
2. Must be able to work rotating shifts, including nights, holidays and weekends when necessary;

be available on an on-call basis; work irregular duty assignments; wear a uniform and safety

equipment; work outside in inclement weather; work under undesirable and hazardous

conditions; conform to department grooming standards; successfully pass a background

investigation; work alone; attend educational sessions as required; travel out of town for one

day or more.

## 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