

PLEASURE RIDGE PARK FIRE DISTRICT POSITION DESCRIPTION

Director of Emergency Medical Services and Medical Compliance

Division: Operations and Administration
Rank: Assistant Chief
Supervised by: Deputy Fire Chief
FLSA Status: Exempt/Career
Date Approved: 7-18-2022

GENERAL PURPOSE

Under the direction of the Fire Chief or designee, perform medical duties as required along with some fire suppression duties (based on qualifications), in addition to directing the routine activities of a number Emergency Medical resources within the District. Responsible for directing EMS resources within the District, in addition to assisting and exercising within the incident command system on medical emergency operations, fire, rescue, hazardous materials, and other related emergencies in the District.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Fire Chief or designee (Deputy Fire Chief)

SUPERVISION EXERCISED

Emergency Medical Supervisors, Paramedics, Emergency Medical Technicians (Advanced and Basic) and personnel assigned to their command.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as manager of the EMS Division of the District; recommends goals and objectives; assists in the development and implementation of policies and procedures.
- Serves as the manager of the Department's Chaplain and Peer support program.
- Conducts minor maintenance and corrective actions when possible.
- Obtains price quotes and bids for the purchase of equipment, parts, tools, and fire/EMS equipment.
- Assures compliance of the District's Emergency Medical Operations with the Kentucky Board of Emergency Medical Service (KBEMS)
- Ensure appropriate EMS training hours, based on assignment, are maintained for members of the department.
- Ensure personnel have a working knowledge of the assigned EMS apparatus, equipment and district policies and district/ state protocols.
- Maintains proper medical supplies

- Maintains contracts with and oversees operation of medical billing
- Maintains contracts with medical supply providers and medical equipment maintenance companies
- Recommends to the Chief and Deputy Chief staffing levels of emergency medical resources within the District
- Functions as senior operational officer responding to emergencies, as needed, and operates with in the incident command system, when appropriate, using established incident command procedures
- Interpret and apply departmental policies and procedures; enforce compliance
- Assist in the development and implementation of goals, objectives, policies and priorities for the Fire District
- Directs major projects on behalf of the Deputy Chief or Chief, as requested
- Maintains positive working relationships with PRPFD members and Board of Trustees
- Assist the Deputy Chief or Chief in special administrative assignments; prepare special research reports and develop programs as assigned
- Represent the Fire District in public appearances regarding medical operations and related subjects as required
- Analyzes data and prepares technical reports regarding divisional activities
- Participates in training, serves as an instructor as needed, assists the Training Division in conducting training sessions, and advise the District Chief of Training of any deficiencies or weaknesses of individuals
- Performs any and all other duties as assigned by the Deputy Chief or Chief
- **PERIPHERAL DUTIES**
- Performs the duties of command personnel within the Incident Management System, as needed
- Serves as a member of various PRPFD committees
- Performs other duties, as assigned

MINIMUM QUALIFICATIONS

- **Education and Experience:**
- Possess a High School Diploma or GED
- Ten (10) years Medical Service experience; preferably within a Fire Based Service
- Kentucky Certified Paramedic (EMTP) or higher
- Kentucky Certified Level I Emergency Medical Service Educator (or obtain within twelve months of appointment) that includes ACLS and PALS instruction

- Successful completion of a Hazardous Materials Operations Level Course
- Five (5) years of supervisory experience, and have the ability to function effectively with limited supervision
- Continuing education as needed to maintain CPR certification and update knowledge and skills.
- Willing to work extra duty shifts as required/needed
- Communicates clearly, both verbally and in writing, on district maintenance forms and interdepartmental memorandums.
- Completes performance reviews for subordinates in a professional and timely manner.
- Prepare and review forms, reports, schedules, recommendations and other administrative records related to fire suppression, EMS training or other special programs as assigned.
- Oversee the budget of assigned area; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- Prepare special research reports and develop programs as assigned.
- Participate in recommending the appointment of personnel; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Perform related duties as assigned.

Necessary Knowledge, Skills, and Abilities:

Extensive Knowledge of:

- Leadership
- Communication
- Critical Thinking/Problem Solving
- Budgeting and financial reporting.
- Human Resources.
- Emergency Medical Treatment & Transportation practices and standards
- District medical equipment, ambulances and medical response policies
- Motivational skills pertinent to career emergency medical responders

Thorough Knowledge of:

- EMS, Fire related activities and other emergency scene operations.
- Management principles regarding Fire/EMS district administration.
- Federal, state, and local laws, rules, District By-Laws, and regulations as they pertain to District activities.

Ability to:

- Lead, motivate, train, coordinate, and delegate.
- Establish and maintain effective working relationships/teamwork.
- Analyze data, create plans, and develop budgets.
- Rapidly make critical decisions under emergency circumstances.
- Write, communicate, and report in descriptive detail.
- Act as liaison and foster positive community and governmental interactions.
- Delegate and organize multiple, changing responsibilities.
- Prioritize work to meet goals and objectives within acceptable time frames.
- Plan, evaluate, assign, and coordinate activities performed by assigned division.
- Prepare technical and administrative reports.
- Work with others in a high pressure situation with a minimum of supervision.
- Approach problem-solving as an innovative process.
- Meet Special Requirements, as listed.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

- Two-year Degree in Public Administration, Political Science, EMS/Fire Science, or related field.
- Any additional education in Fire Science, EMS, support services, or administration.
- Familiarity with:
Pleasure Ridge Park area.
Pleasure Ridge Park Fire District By-Laws, Policies and Procedures.

SPECIAL REQUIREMENTS

- Must be 18 years or older at time of hire.
- Must be of good moral character with no criminal or felony arrest record inconsistent with the provisions of this paragraph. Unacceptable will be persons who have been convicted of a felony, or have been convicted of more than two misdemeanors, or who have any criminal action pending against them. The District reserves the right to disqualify an applicant for multiple misdemeanors, arrests, or traffic violations.
- This classification requires the use of a District vehicle. In order to drive, individuals must be physically capable of operating the vehicle in a safe manner, including during emergency operation and response, and must possess and maintain throughout the course of employment a valid Kentucky motor vehicle operators license.
- Must be able to read, write, and speak the English language.
- Must meet insurability requirements of district insurance carrier.
- Must meet district physical standards.
- Must be a United States citizen

TOOLS AND EQUIPMENT USED

Vehicle; radio; pager; personal computer; calculator; telephone; tape recorder; general maintenance tools and equipment; Fire and EMS equipment and apparatus.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the member is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The member is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The member must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 175 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. The individual is exposed to sirens and hazards associating with fighting fires and rendering emergency medical assistance. The member occasionally works near moving, mechanical parts and in high, precarious places, and may be occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

PRPFD maintains a drug-free workplace.