

POSITION DESCRIPTION – ASSISTANT CHIEF OF PARAMEDICINE – CAREER

General Purpose:

- A. Serves as the Operations officer responsible for the management and direction of emergency care providers and associated resources for the district.
- B. Encourage and promote effective, efficient, harmonious, and professional skills and relationships in order to facilitate the delivery of the highest possible emergency medical care.
- C. Perform work and participate in the delivery of patient care at the basic level, and paramedic level.
- D. The purpose of this job is to oversee, direct and manage all EMS operations of the District, including but not limited to, response to emergency medical and trauma calls as a Paramedic Supervisor (Unit 747) within the district and upon mutual aid request; supervise employees and volunteers; develop and implement enhancements and coverage for EMS activities; effective management of revenue (insurance billing) and operations expense, organization of training and recertification for volunteers and employees, coordination of community EMS interaction with Hospitals, State EMS, and public education initiatives for safety and preventive care.

Supervision Received:

Work under the direct supervision of the Fire Chief .

Supervision Exercised:

Supervises Paramedics and EMT's, as assigned.

Essential Duties and Responsibilities:

- A. Supervises, directs, and evaluates assigned employees, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals. Similar responsibilities may apply to volunteer positions as it relates to training, recertification and policy decisions.
- B. Assesses training levels of all department EMS personnel. Establishes training goals for department members designed to meet or exceed the minimum training requirements of the department.
- C. Recruits, completes the pre-employment process and recommends to the Fire / EMS Chief candidates for the position of EMS Provider.
- D. Coordinates daily work activities; organizes, prioritizes, and assigns work; conducts staff meetings; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.
- E. Serves as the department's Infection Control Officer and lead HIPPA Compliance Officer. This includes duties of updating the exposure control plan as needed or required..
- F. Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.
- G. Develop and implement of long and short term plans, goals, and objectives for the department; evaluates efficiency and effectiveness of department operations, methods, procedures, and use of resources; implements improvements as needed.
- H. Develops, updates, and implements departmental policies and procedures.
- I. Develops and implements departmental operating and capital budgets; monitors expenditures to ensure compliance with approved budget; researches alternate funding sources and supplements department funds through grants and donations;

- J. May coordinate department programs, events, and activities with other departments, outside agencies, or others as needed; coordinates joint programs and facility development.
- K. Compiles or monitors administrative and/or statistical data pertaining to department operations including weekly download of narcotics locks and monitor narcotic policy compliance; analyzes data and identifies trends; summarizes data and prepares reports.
- L. Performs administrative tasks; reviews/approves time sheets, training requests, and travel requests; reviews/approves purchase requests and invoices.
- M. Prepares or completes various forms, reports, correspondence, annual management plans, executive summaries, project reports, meeting agendas, budget documents, grant applications, performance evaluations, policies, procedures, or other documents.
- N. Responsible for the Quality Assurance review of EMS runs and documentation in concert with the department's Medical Director and reports periodically to the Tax District Board and the Medical Director.
- O. Receives various forms, reports, correspondence, budget reports, invoices, contracts, change orders, time sheets, training requests, travel requests, fee schedules, policies, procedures, site development plans, architectural drawings, maps, manuals, publications, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- P. Monitors inventory of department equipment, materials, and supplies; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement materials; prepares and reviews bid proposals.
- Q. Provides information to the public; responds to questions and complaints related to department programs, operations, and activities; researches problems and initiates problem resolution; resolves conflicts involving contractors, consultants, or citizens.
- R. Communicates with employees, volunteers, program participants, vendors, sales representatives, contractors, architects, consultants, local businesses, schools, community organizations, public safety agencies, government agencies, the public, the media, outside organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- S. Attends meetings, serves on committees, and makes presentations as needed; delivers presentations to civic groups and community organizations.
- T. Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; participates in continuing education; attends conferences, workshops, and training sessions as appropriate.
- U. Meets and confers with district officers on a regular basis to discuss activities, operations, concerns and guidelines.
- V. Serves as a liaison between members and the EMS Agencies, Doctors, Nurses, and employees of the local hospitals ensuring the coordinated delivery of emergency medical care services.
- W. Ensures that the equipment and vehicle resources of the EMS are maintained and in a state of operational readiness.
- X. Ensure that continuous training opportunities are made available to all members.
- Y. Keeps EMS ready for emergencies as accorded to by the State Board of EMS and assists the Chief with KBEMS and other state agency inspections.
- Z. Responds as dispatched within the district and on mutual aid assignments.
- AA. Provides EMS treatment in accordance with standard protocols and/or hospital direction.

Peripheral Duties:

- A. Operates a personal computer, motor vehicle, digital camera, copy machine, fax machine, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, presentation, e mail, Internet, or other computer programs.

- B. Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.
- C. Interacts with, supports, and assists members as directed within the chain-of-command.
- D. Assists in training new members, as assigned.
- E. Performs other related duties as required

Minimum Qualifications:

- A. High school graduate or GED equivalent.
- B. Possess a valid driver's license.
- C. Clean driving record for the previous two years.
- D. Kentucky Certified Volunteer Firefighter.
- E. Kentucky Board certified Paramedic from the Kentucky Board of Medical Licensure or 1300 hours of being a certified Paramedic in another state (if career upon entry of employment).
- F. Strong preference given to candidates with an Associates Degree or higher level degree in Business Administration, Public Administration, Fire Science, Paramedic / Emergency Medical Sciences or related field. A minimum of ten years in Fire/EMS service with at least five years of experience in operational management is desired.
- G. Operations Level Certified in Hazardous Materials (or must be certified within 6 months).
- H. Must have a current ACLS (Advanced Cardiac Life Support) certification; must have PALS, BTLS, PHTLS or equivalent.
- I. Must be an ACLS Instructor.

Minimum Requirements:

- A. Residency within the Burlington Fire Protection District or within Boone County is desired.
- B. Must be a citizen of the United States of America.
- C. Must be able to pass a complete health screen process including drug and alcohol testing which is provided by the official medical physician of the district before appointment.
- D. Minimum age requirement is 18 years of age.
- E. Must be able to speak, read, and write the English language.

Training Requirements:

- A. Must obtain Kentucky Career Firefighter Certification within one year of employment. Training is available within the district both on and off duty. Hours may also be achieved at other fire departments or fire schools.
- B. Must maintain the State requirement of 100 hours for Career Firefighter Certification and State Incentive Pay annually.
- C. Must maintain Paramedic certification, in accordance with Kentucky State EMS Regulations.

Selection Guidelines:

May include any or all of the following: Formal application; written test; practical skills examination; physical ability test; oral examination; background/driver's license verification and check; hiring list; offer of employment; post-offer physical examination, including drug screen.

Tools and Equipment Used:

Emergency medical apparatus, fire apparatus; fire pumps, hoses, and other standard firefighting equipment; ladders, emergency medical equipment; radio; pager; personal computer; telephone.

Physical Demands:

The physical demands described here are representative of those that must be met by any 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 stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, controls; and reach with hands and arms. The member is frequently 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, vehicle, and outdoor settings; in all weather conditions, including temperature extremes; during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils. The member occasionally works near moving mechanical parts and in high, precarious places and is 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 moderate, except during certain firefighting or EMS activities when noise levels may be loud.