

GEORGETOWN-SCOTT COUNTY EMS

JOB DESCRIPTIONS

Position Classification: Assistant Director – Personnel and Public Relations

Department: Emergency Medical Services

Immediate Supervisor: Director of EMS

Supervises: Operations Supervisors, Paramedics and EMTs.

Characteristics of Position: Coordinates, plans and evaluates daily operations of Emergency Medical Services. Serves as liaison between EMS and public, government bodies, Boards, other departments and medical organizations. Receives orders and replaces medical supplies for all EMS personnel and equipment. Maintains and tracks adequate stock in the supply room. Maintains a list of approved vendors who have demonstrated acceptable customer service and the lowest possible price, and orders supplies from those vendors. Maintains records for and schedules all maintenance with the County Garage for all vehicles in the GSCEMS fleet. Administers advanced life support care to sick and injured persons in the pre-hospital setting as authorized and directed by the Physician Medical Director. These procedures may be done in a controlled environment or the individual may be called to a crime scene and care for a combative patient or called to the scene of a hazardous chemical spill. The individual may also be exposed to communicable diseases and be called on to perform high-risk procedures such as IV insertion and endotracheal intubation. The individual will also respond to traffic accidents and be exposed to moving traffic.

General Duties and Responsibilities:

Essential: Includes, but not limited to:

- Executes the plans and goals of the Director of EMS.
- Oversees daily operations.
- Orders, maintains, and tracks medical supplies.
- Schedules maintenance and maintains records for all vehicles in the GSCEMS fleet.
- Works with ambulance manufacturers and distributors in the procurement of EMS vehicles.
- Schedules maintenance/repair service for all EMS facilities.
- Schedules maintenance/repair service for medical control devices to include stretchers, stair chairs, cardiac monitors, ventilators, Lucas device, etc.
- Assures that schedule is covered at all times; i.e. vacations, illnesses and special events.

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- Assures that departmental guidelines are adequate and followed, when applicable.
- Assures that service complies with all applicable Kentucky and federal regulations.
- Coordinates with the Education Coordinator with new employee orientation and testing.
- Oversees employee suggestion program.
- Provides field supervision of Supervisors, Paramedics and EMTs.
- Second step in disciplinary actions and first step in appeal of such actions.
- Responds to emergency scenes when additional manpower is needed or when staffing is compromised due to employee absences and when the need for expanded operational command is required.
- Assists the Director and functions as Acting Director in times of absences.
- Completes other tasks as assigned by the Director.

Non-essential: None

Qualifications/Requirements:

Training and/or Experience: Graduation from an accredited high school or GED equivalence. A minimum of an Associate Degree in the medical or management field and a minimum of 5 years clinical EMS field experience as a paramedic. In lieu of a college degree, candidate must possess 10 years EMS field experience with five (5) years field experience as a paramedic. Possess and maintain the following: Kentucky Operator's License; Kentucky Paramedic License; Healthcare CPR; ACLS; PHTLS or ITLS; PEPP, PALS or EPC; ASLS; NIMS 100,200,300,400,700,800 courses, TIMS and any other requirements set forth by the Kentucky Board of EMS. Must hold instructor credentials in a minimum of one of the following: Level III EMS Instructor, CPR, ACLS, AMLS, EPC, PALS, PEPP, ITLS or PHTLS, or ASLS. National Registry Paramedic certification preferred. Applicant cannot be on initial probationary status with Scott County Government.

Special Knowledge, Skills and Abilities:

Knowledge: Extensive knowledge in the delivery of Emergency Medical Services, Departmental Standard Operating Guidelines, protocol manuals and the operation and maintenance of emergency vehicles and their related equipment. Must have knowledge in the procurement of medical supplies and devices. Must have knowledge in current training/education standards and requirement.

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Abilities: Ability to manage and supervise departmental personnel. Ability to function as a Paramedic. Ability to oversee and coordinate mass casualty incidents and to utilize appropriate personnel and assure that normal run demands are met.

Special Licensing Requirements: As noted above.

Additional Requirements:

Education: As above.

Certification: As above.

Schedule: Monday thru Friday during regular business hours and be able to respond at all hours and on weekends and holidays. Must be available for contact twenty-four hours a day, seven days a week and will be required to be “on-call” every third week at which times must be within 30 minutes of EMS HQ.

Instructions: General.

Processes: Frequently refines existing methods and develops new techniques, concepts or programs within established limits.

Review of Work: General.

Analytical Requirements: Decisions based on training and experience and carried out under emergent conditions. Must be able to make rational decisions under extreme conditions.

Public/Internal Contact: Public 50%; Internal 50%.

Mental Effort: Heavy.

Interruptions: Constant.

Physical Demands:

Standing/Walking: *Frequently.* Must be able to stand and walk for long periods of time and for long distances. Standing and walking could be on all types of surfaces, including but not limited to: asphalt, concrete, dirt, wood, sand, etc. The individual must be able to go up and down slight inclines or declines that may be found at roadsides, agricultural areas, etc.

Sitting: *Frequently.* Must be able to sit for long periods of time without standing. Some patient transports may last up to 3 hours. The time performing the sitting activity on a call would depend upon the specific situation.

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Lifting and Carrying: *Occasionally.* Must be able to lift and carry a minimum of 150lbs. Employee will need to lift and carry, with one team member, adult patients, lifting them from various positions (such as a bed or a chair) onto various patient movement devices, such as an ambulance stretcher, a stair chair, long back boards, etc., and then efficiently move them into an ambulance. Other object that would need to be carried include oxygen cylinders, stair chair, medical bags, cardiac monitor, office equipment, furniture, etc.

Bending and Stooping: *Frequently.* Throughout a work shift the individual will be required to bend in a range of 1 to 90 degrees. The average situation will require the individual to work in a range of 35 to 65 degree bends. This would involve: lifting a patient, lifting equipment, lifting boxes of medical supplies, treating a patient at ground level, sitting on a bench located in the ambulance. This activity may be prolonged and last up to 30 minutes or more. During any given call, the provider may have to bend and/or stoop multiple times.

Crouching and Kneeling: *Occasionally.* Crouching and kneeling may be performed when on the scene picking up equipment, assisting patients or accessing patients or when performing maintenance checks on vehicles. The actual number of times this is done depends on the incident.

Climbing: *Occasionally.* Must be able to climb up and down steps and or climb a ladder. Generally, the climbing would require lifting and carrying heavy objects such as medical equipment or a stretcher loaded with a patient. Balancing may be required when backing down staircases.

Reaching: *Frequently.* Must be able reach continuously throughout the work shift to operate monitoring equipment, communication equipment and other medical equipment and supplies used in providing medical care. May be required to reach in precarious positions, such as in a vehicle which has been crushed in an accident or in other confined spaces. Reaching will involve partial to full extension of the arms.

Pushing and Pulling: *Frequently.* Must be able to push and pull stretcher loaded with a patient and/or medical equipment up hills, across uneven terrain and through grass, gravel, mud and snow.

Use of Equipment: Must remain proficient in the use of several pieces of equipment, including but not limited to: Cardiac Monitor with all components, ventilator, CPAP, computer, fax machine, copier, and two-way radio.

Vehicle Operations: Must operate an emergency response vehicle and an ambulance in emergency and non-emergency situations.