

Scott County Government

Position Description Form

Position: Job Title: Battalion Chief
Department Name: Emergency Medical Services
Supervisor Title: Assistant Chief

Position Summary

Provides oversight and administration of daily operations for Emergency Medical Services. Responds to scenes, when applicable, in a support vehicle to provide scene management or provide patient care. During periods of high call volumes or staff shortages may be required to fill the role of a paramedic administering advanced life support care to sick and injured persons in the pre-hospital setting.

General Duties and Responsibilities

Essential Duties:

- Meet all requirements as described in the paramedic job description.
- Oversee daily operations of 4 EMS Stations.
- Assure that minimum staffing is maintained despite vacations, illnesses, special events, etc.
- Assure all ambulances, equipment, and supplies are inspected daily for readiness and in proper working order.
- Serve as the Health/Safety Officer for the GSCEMS' Occupational Exposure Plan.
- Assure that departmental and county protocols, policies, and procedures are adhered to.
- Provide supervision of Paramedics, AEMTs and EMTs, both medically and administratively.
- Respond to scenes when needed or when the need for expanded operational command is required.
- Investigate and administer disciplinary action when necessary.
- Operate within the guidelines established in the Battalion Chief's Standard Operating Guidelines.
- Assist Training Division in managing the agency's whole blood program.
- Review all ePCRs for compliance and quality assurance for their respective shift.
- Ensure that shift training is completed in a timely and satisfactory manner.
- Ensure stations and vehicles are cleaned routinely.
- Complete other tasks assigned by the Chief and Assistance Chiefs.

Position Dimensions

Education and Experience:

- Graduation from an accredited high school or GED equivalence.
- A minimum of an associate degree in the medical or management field, 3 years clinical EMS field experience **or**, in lieu of a college degree, a minimum of 5 years clinical EMS field experience.
- Must have completed two years of service with GSCEMS and at least one of those years as a paramedic.
- Possess and maintain the following: Kentucky Licensure as a Paramedic, Kentucky Operator's License and current instructor in a minimum of one of the following: KBEMS Paramedic Instructor, CPR, ACLS, AMLS, EPC, TECC, PEPP, PHTLS, or Difficult Airway.
- Must possess ICS 300 and ICS 400.
- National Registry Paramedic certification is preferred.
- Within one year of promotion, candidates must obtain KBEMS APP licensure.
- Applicants cannot be on a performance improvement plan (PIP).

Special Knowledge, Skills and Abilities:

- Extensive knowledge in the delivery of Emergency Medical Services
- Extensive knowledge of departmental Standard Operating Guidelines,
- Extensive knowledge of the agency's patient care protocols
- Extensive knowledge of the operation and maintenance of ambulances, equipment, and supplies.
- Extensive knowledge of the roadways in Scott County.
- Extensive knowledge of Incident Command System includes the ability to manage a large scene with multiple patients and bystanders
- Candidates must possess a passion for professional development
- Ability to lead, manage, and supervise departmental personnel.
- Ability to function as a Paramedic.
- Ability to utilize resources to ensure GSCEMS' and the public's demands are met.

Supervisory Responsibility:

Supervises EMTs, AEMTs, Paramedics, and Captains. Battalion Chiefs are often expected to engage with a variety of students, civilians, and prospective employees.

Decision-Making Authority:

Battalion Chiefs must possess critical decision-making skills. In the absence of administration, Battalion Chiefs must make decisions on behalf of the agency.

Contacts:

Ability to comprehend and coordinate with various clients, vendors, and healthcare partners.

Technology:

Must remain proficient in the use of equipment, including but not limited to: multi-line phone system, two-way radio, fax, scanner, tablets, computer, copier, and any software utilized by the agency.

Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

Mark the work conditions that are present on the job.

- ☒ 75% or more of the work is performed indoors
- ☐ 75% or more of the work is performed outdoors
- ☐ Work is performed in equal amounts inside and outside
- ☐ Extremes of cold and temperature changes
- ☐ Extremes of hot and temperature changes
- ☐ Wet Surroundings: Contact with water or other liquids.
- ☐ Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- ☐ Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- ☐ Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- ☐ Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- ☐ Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- ☐ Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

List any other disagreeable elements present in the work environment.

The individual may also be exposed to communicable/infectious diseases. The individual will have to work in extreme weather conditions to include excessive heat, below freezing temperatures, rain, sleet, snow and thunderstorms. May have to work many hours without rest.

Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.



S-Sedentary Work – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work primarily involves sitting but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required **only** occasionally, and all other sedentary criteria are met.



L-Light Work – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.



M-Medium Work – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.



H-Heavy Work – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.



V- Very Heavy Work – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.