

GARRETT COUNTY GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Emergency Medical Services Chief
DEPARTMENT: Emergency Management
REPORTS TO: Director of Emergency Management
FLSA STATUS: Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

JOB SUMMARY: This position is a professional, division-lead management position of a highly responsible and visible nature, dealing with departmental, and public health and safety. This position is complex supervisory work coordinating all EMS functions including emergency, non-emergency, and administrative functions.

ESSENTIAL JOB FUNCTIONS (not all inclusive):

- Maintains federal, state, and local requirements and certification levels, department training, and overall guidance and direction.
- Coordinates and schedules the activities of career EMS providers to ensure adequate responses.
- Provides recommendations in the selection, promotion, demotion, termination, discipline, and training of career emergency service providers for Garrett County.
- Direct supervision of shift Lieutenants, including coordination of operational review, ensuring efficient shift operations, high quality patient care, and timely completion of patient care reports.
- EMS Program Management. Research, develop, and implement best practices for emergency medical response. Conduct research to ensure that the best level of service is being provided to the community.
- Community Resource Team Management. Research, develop, and implement best practices for the Community Resource Team program.
- Develops and manages operational budget to include staff, supplies, and equipment. Monitor the budget throughout the year. Maintains and deploys a system for ordering, tracking, and delivering EMS supplies and equipment.
- Evaluates performance of assigned personnel and provides feedback/counseling for continuous improvement.
- Facilitates and coordinates Continuous Quality Improvement and Quality Assurance programs to ensure standards are being met, identifies training needs, and develops training to correct the related concerns.
- Serves as a mentor for both paid and volunteer providers.
- Establishes and maintains liaisons with all emergency service companies in the County and region and with related outside agencies.
- Assists in grant preparation and finding grant sources for fire and EMS organizations and the management of same.
- Performs administrative duties for the Emergency Services Board as determined by the Director of Emergency Management.
- Personnel management, personnel hiring, and coordination with outside agencies and volunteer rescue squads.
- Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.

Education and Experience:

- Associate degree in a related field or equivalent (Bachelor's degree preferred from an accredited college or university in a field related study to Public Safety).
- A minimum of eight years of increasing responsible career experience with documented leadership progression up to the rank of Lieutenant or greater with five years recent experience as a working paramedic.
- Equivalent experience may be substituted in lieu of the education requirement.

Knowledge, Skills, and Abilities:

- Knowledge of emergency management principles and procedures and how they apply to fire, rescue, EMS, and law enforcement functions.
- Knowledge of federal and state emergency management laws and regulations.
- Knowledge of Garrett County and surrounding area geography, and the location of emergency facilities.
- Knowledge of practices, methods, and techniques of developing and providing emergency services.
- Knowledge of work performed within each division of Emergency Services.
- Skills in analytics and organization.
- Skills needed to prepare and administer a departmental budget, including overtime and fringe benefit calculations; prepare and calculate reimbursements from State and Federal agencies, including Federal Emergency Management, Maryland Emergency Management, Emergency Number Systems Board, Department of Transportation, and others.
- Proficient skills in Microsoft 365 and other department utilized applications.
- Ability and willingness to work hours other than normal business hours.
- Ability to communicate effectively in many different circumstances.
- Ability to communicate effectively, both orally and in writing.
- Ability to deal with members of the public, public officials, elected officials, and the media. Ability to handle complaints from the public or other emergency service personnel in regard to dispatch problems.
- Ability to develop and manage department budget.
- Ability to make independent judgments and creative decisions regarding the structure and language of planning documents.
- Ability to make reasonable and sound judgments during emergency conditions.
- Ability to manage emergency resources beyond routine expectations.
- Ability to manage, coordinate, schedule and conduct internal training and deliver public information, education/ training programs.
- Ability to operate under extreme stress and make responsible coordinated decisions.
- Ability to organize, coordinate, manage, and develop long-range emergency plans.
- Ability to prepare and interpret statistical, analytical, and comprehensive research projects.
- Ability to prepare and interpret statistical, analytical, and financial reports.
- Ability to supervise and evaluate the work of others.
- Ability to work effectively under stress and to make quick and appropriate decisions.

Certificates and Licenses:

- Valid driver's license
- National Incident Management System certification in ICS 100,200,300,400,700,800 to be obtained within one year of employment.
- Emergency Management Professional Development courses

- Successful completion of National Registry Paramedic
- Emergency Vehicle Operators Course
- American Heart Association - Basic Life Support

PHYSICAL DEMANDS AND WORK ENVIROMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physically demanding position that requires heavy lifting, carrying, pulling, pushing, reaching, manual dexterity, mental acuity, hearing, grasping, climbing, balancing, and feeling.

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

- Performs as a member of the Command Staff and must be able to perform different ICS roles as needed. Ability to respond to emergencies 24/7, and work extended hours in the Emergency Operations Center, in a highly stressful environment.
- Work occurs in numerous locations, in all weather conditions, with exposure to loud noise, fumes, and bodily fluids.