

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	FR76
FLSA:	E
WC:	7704
PG:	513
EEO:	2

CLASSIFICATION TITLE: Emergency Medical Services Director

PURPOSE OF CLASSIFICATION

Under general direction of the Fire Chief, plans, directs, coordinates, and implements all operations, policies, procedures and training programs for the Roswell Fire Department in accordance with all statutes, laws, ordinances, and regulations for which the department is accountable. Duties and responsibilities include, but are not limited to: daily EMS operations, setting EMS policies and procedures and ensuring compliance, following mandatory state reporting requirements, assessing training and education needs, planning, developing, and implementing department/field training programs, instructing employees, assisting with budget preparation, updating and maintaining training and personnel records, reviewing and preparing reports and other documents, maintaining a Quality Assurance Program for EMS compliance, and acting as Medical Director liaison for the Roswell Fire Department.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Develops and implements emergency medical directives and protocols and reviews all EMS reports to ensure those directives and protocols are followed. Identifies shortcomings of EMS response and treatment and assists the Training Officer in developing training courses to address the same. Ensures all personnel maintain their level of EMS certification and the department maintains all EMS licenses.

Represents the Department at local, regional, and state EMS meetings and will be the Department’s liaison to the local hospitals and ambulance services. Relates concerns between the Department and other EMS entities and negotiates resolution to issues of contention.

Maintains the EMS supply depot ensuring all medical equipment, pharmaceuticals, medications, and controlled substances are kept in stock and rotated into service prior to expiration dates. Ensures all expired pharmaceuticals, medications, and controlled substances are rotated out of stock and destroyed in accordance with Federal and State laws. Develops and maintains a written inventory of all controlled substances, their location, expiration date, and completes/submits the appropriate paperwork to track the use of the same. Develops and maintains Narcotic Control Policy in accordance with state requirements.

Develops and implements procedures for preventative maintenance of all EMS related vehicles and equipment to ensure proper operation, reduce operating costs, and lengthen operational service. Inspects all EMS related equipment to identify necessity of repairs and initiate procedures to repair and/or replace as needed. Responsible for the purchasing, receiving, storing, distribution, and demobilization of all EMS related supplies, equipment, and vehicles in the Department. Prepare and/or review and submit station purchase order requests with accompanying justification documentation through the appropriate channels. Identify and report all necessary resource repairs and maintenance to preserve capital investments. Meet with and discuss repairs and maintenance with outside vendors to ensure all work is completed according to established specifications and/or appropriate standards.

Ensures operational integration of clinical functions to achieve program success, high customer satisfaction, excellent patient care and safe operations. Responsible for planning, coordinating and evaluating formal quality assurance and improvement efforts throughout the organization using a planned, systemic and organization wide approach.

Monitors quality assurance and improvement activities and provides coordination, consultation, and assistance in pursuing quality goals.

Responds to medical emergencies and renders medical care to include patient assessment, airway management, patient treatment, and patient packaging all in accordance with the level of Georgia Paramedic certification possessed.

Drives assigned or approved fire department apparatus or emergency vehicle with due regard for all others using the roadway and in accordance with Georgia Traffic Laws and established department and City policies. Operates applicable fire apparatus and aerial ladders as required in support of firefighting and rescue operations in a safe and efficient manner.

Develops implements or evaluates new and existing training programs. Manages the development of instructor-level training to maintain a cadre of in-city instructors. Facilitates the development of training program instructors to ensure standardization of instructional materials, handouts, tests, lesson plans and delivery. Acts as an educational resource and delivers updates on federal, state, and local law and policy changes. Submits all training to Region 3 Office of EMS for approval. Oversees the submission of the yearly renewal of the First Responder License.

Develops fire, police and emergency medical lessons/curriculum; prepares testing materials; evaluates new equipment and textbook materials for use in training activities and lessons; evaluates current emergency procedures and operating procedures for training purposes. Helps plan and participates in small, medium, and large scale disaster drills.

Plans, schedules and conducts all monthly medical training for full and part-time personnel, maintains training records in accordance with Georgia State Office of EMS standards in applicable reporting System and on National Registry website. Initiates and maintains training records for training sessions at the station and department level. Ensures all personnel are in compliance with training standards established by the State of Georgia. Schedules training at the station and department level for annual firefighting and EMT skills testing required by the State of Georgia. Ensures all personnel meet recertification requirements and is responsible for securing funds and submitting paperwork. Conducts yearly department-wide EMS skills competency training.

Provides career development plans for subordinates as related to National and State Certification levels and department qualifications so the individual(s) acquires the necessary knowledge, skills, and abilities to be eligible for career advancement. Evaluates professional qualifications of subordinates to ensure he/she is qualified and capable of assuming the duties of the EMS Director in his/her absence.

Schedules, directs, coordinates, and records training activities; delivers classroom lectures; conducts live fire and other hands-on training exercises involving fire, police and EMS topics at the training facility, fire stations, and off site locations on weekdays and weekends, day and night as required; operates and demonstrates the use of related fire equipment.

Reviews outside provider training programs to ensure the highest standards are maintained, content remains current and instruction is proficient; participates in the development and updating of policies, procedures, administrative rules, goals and objectives. Monitors the development of negotiated training contracts and related service terms and conditions.

Supervises/assists in the production and distribution of various publications (e.g., training reports, calendar schedule, workbooks, instructional guides, newsletters, etc.); directs the preparation of comprehensive reports (e.g., staff studies, evaluations, needs assessments, grants solicitations, etc.) to document events or specific needs.

Develops and updates all departmental medical forms as needed.

Understands and is able to explain each component of the department's organizational structure clearly and accurately with respect to the purpose and mission of the department as well as the need and benefits of accurately collecting incident response data.

Develops and oversees community-based medical programs. Conducts public education activities and attends to customer service issues; responds to inquiries of the community and communicates the role, image, and mission of the department to the public. Initiates action to citizens' concerns so that the concern is answered or referred to the correct individual for action. Responds to public inquiry in accordance with policies and procedures so that the inquiry is answered accurately, courteously, and in accordance with proper authorizations. Explains the department's relationship with other departments, jurisdictions, and external agencies.

Delivers safety, injury, and fire prevention education programs to civilian audiences in a wide variety of settings.

Attends meetings as assigned by superior officers, participates in meetings with regards to the best interests of the department and City, provides superior officers with information and updates as necessary to complete the assignment. Provides/receives resources to/from external agencies as necessary to satisfy mutual aid and automatic aid agreements.

Communicates with diverse audiences (e.g., employees, agencies, the public, etc.) to provide information and clarification regarding training programs, actions, policies and procedures.

Participates in the preparation and administration of the unit budget. Researches and identifies opportunities for acquiring grant funding for special projects and services and assists with grant applications.

Assigns station personnel non-emergency tasks or responsibilities at the station or other locations so that instructions are complete, clear, concise; safety considerations are addressed; and the desired outcomes are conveyed. Coordinates the completion of assigned tasks and projects by personnel so that the assignments are prioritized, a plan for the completion of each assignment is developed, and personnel are assigned to specific tasks and both supervised during and held accountable for the completion of the assignments.

Communicates and interprets policies and procedures to all personnel. Monitors compliance with policies and procedures, ensuring corrective measures are taken if policies or procedures are not followed. Reviews policies and procedures and revises as needed.

Act in an on-call function for assigned duties not limited to Infection Control Officer; Narcotics control Officer, Tactical Medic or other duties as needed.

Performs other duties as assigned.

MINIMUM TRAINING AND QUALIFICATIONS

High School Diploma (or GED); possess a Georgia Firefighter Certification or ability to obtain within 12 months of employment. American Heart Basic Life Support, Advanced Cardiac Life Support, Pediatric Advanced Life Support certifications with instructor status preferred. Must have Federal ICS 100, ICS 200. Prefer ICS 300, ICS 400, IS 700, IS 800 Certifications. State of Georgia Paramedic Certification required for the purpose of training, inventorying, ordering and dispensing pharmaceuticals and controlled substances. Candidate must have a minimum of 5 years' experience as a Paramedic. Ability to meet and maintain current requirements set forth by the National Fire Protection Association and the Georgia Firefighter Standards and Training Act. Possession of or ability to readily obtain a valid Class B driver's license issued by the State of Georgia.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines, tools and equipment which includes a motor vehicle, computer, generator, fire pump, fire hydrant, axe, shovel, hydraulic tools, power tools, hand tools, medical equipment, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert in excess of one hundred pounds of force occasionally, and/or in excess of fifty pounds of force frequently. Physical demand requirements are at levels of those for very heavy work. The candidate must be able to be certified by an M.D. to be able to meet the medical conditions in the latest edition of NFPA 1582.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information related to firefighting. Includes giving assignments and/or directions to other members or assistants.

Language Ability: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to firefighting. Requires the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

Intelligence: Requires the ability to learn and understand relatively complex principles and techniques related to firefighting; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape, visually with firefighting equipment and tools.

Motor Coordination: Requires the ability to coordinate hands and eyes in using firefighting equipment.

Manual Dexterity: Requires the ability to handle a variety of items, firefighting equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions related to firefighting. The worker needs to relate to people in situations involving more than giving or receiving instructions such as in interpreting basic architectural drawings/diagrams in an emergency situation. Must be adaptable to performing under considerable stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of polices, procedures, and activities of the department. Has thorough knowledge of firefighting and emergency medical practices as necessary in the completion of daily responsibilities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals. Has a working knowledge of and is proficient with computers and associated accessory equipment. Understands the organization of local government; enabling and regulatory legislation and the law-making process at the local, state, and federal levels; the function of various departments, agencies, and external organizations and their roles and responsibilities that relate to the fire service and public safety.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Keeps abreast of any changes in policy, methods, computer operations, equipment needs and policies, etc. as they pertain to departmental operations and activities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all departments and divisions, other members and the general public.

Quantity of Work: Performs described "Essential Functions" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the organization.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends required training meetings and alarms regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to superior officer with respect to absence or tardiness to required training classes or other assignments.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment. Is able to use independent judgment in determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between and departments within the City.

Relationships with Others: Shares knowledge with managers, supervisors and for mutual and City benefit. Contributes to maintaining high morale among all- City employees. Develops and maintains cooperative and courteous relationships with department staffers and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the City and to project a good City image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the City. Emphasizes the importance of maintaining a positive image within the City. Interacts effectively with assigned station officers, the Fire Chief, City Administrators, other professionals, and the public.

Time Management: Performs daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.