

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title:** EMS Battalion Chief  
**Department:** Emergency Services  
**Revised:** November 2021

**Class:** Paraprofessional  
**FLSA:** Non-exempt

*This job description supersedes any prior description for the EMS Battalion Chief classification.*

**GENERAL DESCRIPTION**

Performs difficult advanced technical and administrative work related to the administration of the County's emergency medical services program and performs the duties of a Paramedic. Considerable tact, courtesy, and firmness are required. Supervision is exercised over subordinate personnel. Work is performed under general supervision of the Emergency Medical Services Division Chief and is evaluated by observation and by the effectiveness of the operation.

Since EMS personnel are required to render medical care to all patients regardless of the patient's race, sex, or medical history, it is a "business necessity" that EMS Battalion Chiefs exhibit a history and characteristic of honesty, reliability, integrity and without prejudices. Employees are frequently placed in a position of physical and mental stress.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Assists with the administration and supervision of emergency medical services program and staff; responds to calls for emergency medical services; provides emergency medical care; drives; and oversees the preparation and maintenance of records and files.

Responsible for employment, directing, training, and evaluating staff with substantial influence in employment decisions.

Ensures that each vehicle is adequately supplied and staffed with qualified personnel.

Uses electronic devices to document patient records, incident reports, and other related forms.

Prepares reports and records for treatment, history, documentation, and legal accountability.

Communicates with subordinates on their performance, which includes field supervision, performance evaluations, and counseling. Answers questions and solves operational problems for subordinates.

Responds to events to provide support and scene management and serves in designated or appointed incident command system position when required.

Responds to emergency and non-emergency calls involving medical conditions, trauma conditions, performing all related duties of a Paramedic.

Participates in continuing education and training through individual study, attendance, or presentation of scheduled training events.

Acts on behalf of the EMS Division Chief in his or her absence as necessary.

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**OTHER JOB FUNCTIONS**

Performs related duties as required.

*Management reserves the right to add or amend duties at any time.*

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the principles of anatomy and physiology; of the principles and techniques of emergency care, including proper treatment, and transportation.

Thorough knowledge of emergency medical service regulations, policies, protocols operating procedures and techniques.

Thorough knowledge of county policies and procedures.

Thorough knowledge of equipment and supplies used in the emergency care of patients and victims of accidents.

Thorough knowledge of the geography of the County and the location of roads and streets.

Considerable knowledge of radio communications equipment and related records.

Skill in identifying a victims' condition and applying emergency medical care, including but not limited to: performing medical functions at accidents, emergencies and disasters by administering basic and advanced medical care to include but not limited to vital signs, hemorrhage control, airway management, CPR, immobilization of possible fractures, oxygen therapy, use of medications, and EKG interpretation.

Ability to understand and follow oral and written instructions; to keep records; prepare reports.

Ability to operate electronic devices, related software, and to type with accuracy.

Ability to maintain certification at the Paramedic level.

Ability to read and comprehend maps.

Ability to supervise and evaluate the work of others and appropriately offer constructive criticism, commendation, and discipline when applicable.

Ability to effectively communicate with other health care workers and the public, including minors, by giving information and directions, mediating disputes, and advising of patient assessment and County policies.

Ability to effectively communicate with the 9-1-1 emergency center, other EMS units, public services agencies, and the public using existing communications equipment (or systems).

Ability to endure verbal abuse when confronted with the hostile views and opinions of patients, family members, and bystanders in antagonistic environments.

Establish and maintain effective working relationships with physicians, other emergency service agencies, government officials, the general public, subordinates, other employees, patients and their families.

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### **PHYSICAL REQUIREMENTS**

Work in this class may include sitting, walking, bending, stooping, and lifting weights of approximately 150 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

NOTE: Must be able to perform all of the above functions unassisted if required by emergency situations at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility, and strength. Employee must have physical ability to engage in functions in confined areas that include such things as performing patient care in wrecked automobiles, small rooms, narrow spaces between machinery or furniture and lifting, dragging, and carrying patients. Employees must be able to perform medical care and other duties which may require lifting, carrying patients over uneven surfaces, climbing up to and down elevated surfaces, climbing through openings, and carrying equipment and patients down steps. Employee must possess sufficient dexterity to operate switches, levers and buttons, to insert IV catheters and oral airways, draw medications and inventory small items.

### **EXPOSURE CONTROL**

Work is likely to cause direct contact with blood or other body fluids to which universal precautions apply. Personal protective equipment is available and must be worn.

### **MINIMUM EXPERIENCE AND TRAINING**

High school diploma or GED equivalency and six years of experience in emergency medical care to include supervisory experience, certification as a Paramedic issued by the North Carolina Office of Emergency Medical Services, NIMS compliance with current standards as outlined in local compliance document, and ability to obtain Certification in International Academy of Emergency Medical Dispatch (IAED) procedures within 12 months. Experience in Federal and/or State Grant Applications is desirable. An Associate degree and National Registry of Emergency Medical Technicians Paramedic credential preferred. A valid driver's license is required.

**This job description does not create an employment contract,  
implied or otherwise.**