

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : EMS Battalion Chief
Department: Emergency Services
Revised : April 2014

Class : Paraprofessional
FLSA : Non-exempt

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

GENERAL DESCRIPTION

Administrative and skilled work in the supervision of an assigned shift of Emergency Medical Technicians and Paramedics, which may include rescuing the sick or injured and providing emergency medical care and transportation. Considerable tact, courtesy, and firmness are required in frequent contact with the general public. 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.)

Supervises and coordinates the activities of several Emergency Medical Technicians and Paramedics during an assigned shift; participates in the recruitment and selection of new employees.

Makes daily emergency transportation, maintenance, and cleaning assignments to ensure availability of sufficient personnel and clean, well stocked vehicles; maintains inventory of medical and cleaning supplies.

Ensures that equipment is in working condition and each vehicle is adequately supplied and staffed with qualified personnel; schedules vehicle repair.

When required, responds to events to provide support as indicated including command and control functions as well as the delivery of direct patient care.

Answers questions and solves operational problems for other crews.

Cooperates with other agencies that provide help in emergencies.

Uses a personal computer to document patient records and encounters, incident reports, and other related forms.

Performs daily chart audits reviewing all calls and makes recommendations for future changes.

Performs the duties of a certified Paramedic as required.

OTHER JOB FUNCTIONS

Performs related duties as required.

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

Thorough knowledge of emergency medical procedures and techniques.

Considerable knowledge of radio communications equipment and related records.

Skill in 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 operate a personal computer and 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 and coherently 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.

Ability to maintain effective working relationships with other emergency service agencies, government officials, the general public, subordinates, and other employees.

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

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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, certification as a Paramedic issued by the North Carolina Office of Emergency Medical Services, three years of experience as a Paramedic, NIMS compliance with current standards as outlined in local compliance document, and a valid driver's license. An Associate degree, supervisory experience, and National Registry of Emergency Medical Technicians Paramedic credential are preferred.

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