

## CITY OF CHARLEVOIX

**Title:** Emergency Medical Services (EMS) Director      **FLSA:** Exempt  
**STATUS:** Full-Time, Non-Union

**Department:** Police/EMS/Fire

**Reports to:** Police/Fire Chief

**Date:** March 20, 2017

### **Position Purpose and Objectives**

The primary function of the EMS Director is to plan, organize and administer the Emergency Medical Training Program for all EMS Department personnel. Maintain records as required by the State of Michigan Medical Services. Enter and maintain Quality Assurance on all medical documentation of runs performed by the personnel of the Charlevoix City EMS Department. This position will supervise all volunteer EMS and will report directly to the Police Chief.

### **Essential Functions**

- Ability to work independently, using good judgment, and initiative to make sound decisions;
- Ability to communicate professionally and effectively, both verbally and in writing;
- Establish and maintain effective working relationships with various individuals and groups;
- Provide both general and direct supervision to subordinate employees as required;
- Perform work assignments, and respond to emergency and non-emergency calls during normal hours, and on weekend, and on holidays if required;
- Work outdoor on uneven terrain during extreme and difficult weather conditions;
- Climb ladders and stairs without assistance and work at varying heights above the ground;
- Comply with all safety rules and requirements, including the wearing of all required protective clothing, safety equipment, and respiratory protection equipment;
- Perform tasks which require frequent and repetitious bending and stooping; lifting up to 90 pounds, carrying, rolling, dragging and pulling large/heavy objects and persons.
- Sit at a work station for extended periods;
- Effectively utilize computer equipment and associated software applications, telephones, and other office equipment;
- Manage projects and assignments with frequent changes in priorities and interruptions while still meeting specific deadlines and goals;
- Research and prepare detailed reports, develop and maintain confidential records and files;
- Knowledge of fire based emergency medical programs, training methodology, and techniques;
- Ability to plan, organize and conduct emergency medical service training based on the policies and procedures of the City of Charlevoix Fire Department;

- Ability to demonstrate and provide instruction in a variety of medical techniques common to emergency and medical situations;
- Ability to develop and maintain a cooperative working relationship with a variety of local, county, state, and private agencies;
- Skills in oral communications to effectively interact with public, Township employees, and other EMS/Fire personnel;
- Skills in writing and computers to be able to prepare reports and maintain accurate records.

### **Knowledge, Skills & Abilities**

- Instruct, train and coordinate instruction and training on EMS procedures as it related to public education, CPR, Basic Emergency Medical Technician (EMT), quality assurance/improvement and other EMS functions;
- Develop proposals and prepare presentations;
- Attend meetings, training seminars and public hearings to ensure the interests of the Charlevoix EMS are met and to serve as a source of information concerning EMS issues;
- Coordinate all department activities and personal as it relates to EMS operations, continuing education requirements, infectious disease and other EMS/MIOSHA policies and regulations;
- Maintain the records for continued licensing requirements for the State of Michigan;
- Coordinate, research, and maintain records for EMS supplies and budget accordingly for supplies needed for EMS operations;
- Coordinate records as it pertains to personnel relating to licensing, certifications, training, vaccinations, and infectious disease exposures;
- Be responsible to review all patient care reports to ensure accuracy and enter date into the approved collection data base as required by local, state and/or federal requirements;
- Develops, reviews and updates EMS policies, as needed;
- Respond to and perform rescue, emergency medical, hazardous materials, and other emergency and non-emergency activities as directed;
- Attends training programs and seminars in all areas of Emergency Medical, rescue, hazardous materials, and other training as directed;
- Performs other duties which may include administrative, clerical, and public relations;
- Attend regular EMS trainings and stay current in EMS operations;
- Unless otherwise directed during structure fires or other large scale emergencies, maintain a Re-Hab station monitoring firefighters for injuries or medical problems to assure their well-being.
- Other duties as assigned by the Police/Fire Chief.

### **Desired Minimum Education and Experience:**

- High school diploma or GED equivalency; plus significant training in the area of emergency medical services delivery and operations.
- An associate's degree or higher in EMS or equivalent is preferred.
- Three (3) years of field experience as EMT or Paramedic.
- Supervisory and management experience.
- Equivalent combinations of experience, education and training, which provide the required knowledge, skills and abilities, will be considered.

**Job Requirements:**

- An EMT Paramedic certification or the ability to obtain one within one year of employment.
- Must possess and maintain a valid Michigan driver's license.
- Certification as an ambulance driver by the State of Michigan.
- Shall possess a Hazardous Materials Operations Level.
- Shall possess an Incident Command Systems Certificate.
- Must be at least 18 years of age at the time of application.

**Essential Physical Abilities**

The primary duties of this class are performed in a work environment in which the employee is subject to potential personal danger; therefore, the following physical abilities are deemed essential:

- Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise;
- Sufficient vision and other powers of observation, with or without reasonable accommodations, which permits the employee to effectively operate at an emergency scene;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate EMS equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting life and property.

*The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.*

City Council Approval: 03/20/2017