

DIRECTOR OF EMERGENCY MEDICAL SERVICES

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises an Emergency Medical Services (EMS) position in the Fire Department, the primary duty of which includes assisting the Fire Chief in implementing EMS programs, policies, and procedures. The Director of Emergency Medical Services observes, documents, and reviews all aspects of EMS operations; makes recommendations for maintaining competency of all personnel performing EMS functions; provides adequate training; manages division financial and budgetary functions; and maintains division records, equipment and supplies. The employee of this class exercises no direct supervision over the line classes; however, the incumbent directs the emergency medical services operations at the emergency scene under the Incident Command System. The Director of Emergency Medical Services works with a high degree of independence, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the fire department emergency medical services by assisting the Fire Chief with the plans, organization, and direction of equipment and personnel with respects to EMS. Determines how emergency medical services operating units should be organized, along with number and distribution of such units, as directed. Assists with employee placement within the division to maintain division strength and efficiency of operation. Sets management policies, goals and objectives for the EMS division. Makes or recommends policy decisions such as types of equipment and personnel assignments. Notifies fire personnel of policy, procedure and administrative changes in relation to EMS. Keeps informed on modern methods of emergency medical work, and any local situations in which emergency medical services may be called upon to respond. Studies new laws, regulations, ordinances, and court rulings relating to emergency medical services in order to incorporate such into the operations of the department.

Provides assistance with accounting of all monies and assets assigned to the Emergency Medical Services division, including gathering information, preparing and submitting an operating budget for the EMS division. Prepares budget calendar, and revenue and spending estimates as directed. Prepares specifications for new equipment and recommends purchases of such to the appropriate authority. Writes requests for grants and other special funds. Authorizes expenditure of funds allocated for EMS as directed in accordance with the budget. Assists in the preparation of specifications for public bid and the bidding process.

Responds to fire or emergency calls to direct the emergency medical operations and the use of medical equipment. Supervises the transportation to and from the emergency scene or to an emergency care facility, including transporting family members of victims. Provides emergency medical care to the sick or injured at the emergency scene, hazardous material incidents, crime

scene or in transit. Uses protective breathing apparatus as necessary. Participates in the Incident Command System. Directs operations pertaining to emergency medical services at mass casualty incidents. Follows triage procedures.

Exercises direct supervision over subordinate personnel who are performing emergency medical services at the emergency scene by delegating authority within expressed provisions for the more effective work of the division. Holds meetings with subordinate fire officers for the purpose of receiving and reviewing reports, and disseminating information on emergency medical services. Evaluates an assigned unit or individual fire personnel performing emergency medical services work. Writes employee evaluation reports. Discusses work performance with fire personnel who provides emergency medical services, and their supervisors. Maintains discipline by counseling employees with work problems, providing assistance and resolving employee complaints and grievances. Investigates complaints against personnel performing emergency medical services and formulates a recommendation for reply to the complaint or action to be taken. Assists in the personnel recruitment program as directed, promoting a good attitude toward the fire service and fire department operations.

Provides for regular employee training at all levels by developing and implementing an emergency medical service training program for the department or by scheduling employees for outside training when necessary. Sets priorities for training, including scheduling, location and personnel. Conducts formal training classes in emergency medical services operations and in areas necessary to prepare personnel for certification in EMS. Utilizes informal training sessions or on-the-job training as needed. Evaluates the effectiveness of a training program by observing EMS procedures at the emergency scene or by reviewing results of training examinations. Participates in training exercises to practice acquired skills and learn new skills in areas of emergency medical care and basic firefighting. Consults and works with all necessary medical professionals and experts to ensure EMS training program meets acceptable medical standards.

Manages the system of preparing, completing and maintaining all related emergency medical services records, reports, and forms, including personally participating or supervising department personnel who participates in such. Determines what information should be included in EMS records and determines in what form this information should be kept, insuring accuracy. Files records and reports, and periodically inspects filing systems and facilities. Reads computer printouts, compiles statistics and assembles information to write narrative reports on any areas related to the operation of EMS or to the training of personnel. Reviews official emergency medical service correspondence and responds by letter, phone, or personal contact.

Assists in the supervision of general care, maintenance, and use of all related EMS equipment and property, checking such on a regular basis to assure optimal operating condition. Provides for the purchase and storage of all needed supplies and equipment. Manages the inventory of equipment and supplies for the EMS division by reordering and disbursing as needed. Meets with sales representatives to review products and make decisions on purchasing. Conducts medical inspections of and issues licenses for non-emergency ambulances and ambulance personnel.

Promotes a positive public image of the fire department and of the EMS division by conducting workshops or assisting in special projects on emergency medical services and related topics for the general public. Communicates with other medical professionals and the public, dealing with complaints, answering questions, and discussing division operations or training. Serves as liaison

between fire service medical operations and area hospitals. Attends official meetings, meets with civic and governmental groups and delivers speeches providing assistance regarding all matters relating to the Emergency Medical Service of the department. Conducts tours of department facilities.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must have at least five (5) years of full-time experience as a firefighter or first responder.

Must possess certification as Emergency Medical Technician-Paramedic.