EMS/FIRE DEPARTMENT

~~EMS Director~~ Deputy Chief -EMS

REPORTS TO: ~~City Mayor~~ **EMS/Fire Chief** **Exempt**

SUMMARY OF POSITION

The purpose of this position is to ~~direct~~ provide oversight for the EMS program under the direction of the EMS/Fire Chief for the City of Stoughton. Responsibilities include~~ing~~ assisting with operations, quality control, budget, ~~development~~ and long-term capital expenditures. ~~To~~ This position is also responsible for ensuring~~e~~ that the ~~volunteer~~ Emergency Medical Services organization operates in an effective fashion by providing direct support in the development and implementation of the internal procedures for the EMS ~~Volunteer~~ organization.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Under the direction of the EMS/Fire Chief ~~P~~performs administrative functions.
- Assists with ~~:~~ development of~~s~~, ~~implements, evaluates, and oversees programs,~~ policies, procedures, guidelines, and goals.
- Assists with ~~P~~preparation~~es~~ ~~and monitors~~ of the annual budget and~~, implements~~ long-range capital expenditures.~~, and assists the Board of Directors in the determination of staffing requirements,~~
- May assist with assessment of equipment needs~~,~~ or replacement for EMS~~.~~
- Administers processing of ambulance billings daily, and accounts receivables, develops and reviews ambulance charges, equipment used including purchase orders, and ensures compliance with Health Insurance Privacy and Portability Act (HIPPA), Medicare, Medicaid, and health insurance plans.
- Supervises daily operation of the EMS, ensuring that continuous emergency medical services are available to the residents. This includes coordinating and overseeing the staffing of the district's ambulances and making appropriate staffing arrangements, thereby ensuring that an EMS crew is available to respond to an emergency request.
- Oversees and is responsible for assuring all EMS personnel receive adequate training to meet applicable federal, state, and local requirements.
- Represents the City and participating townships at state, county, and city government levels and provides information to the Public Safety Committee~~EMS Board~~ pertaining to federal, state, and county standards and requirements.
- Directs and monitors ~~volunteer~~ EMT squads, participates in on-call status on a 24-hour basis, responds to and supervises major calls, and responds to emergencies to provide emergency medical care as needed.
- Supervises and directs the activities of support staff, participates in the hiring of staff.~~, and determines disciplinary actions.~~
- Responsible for scheduling, including oversight and assisting crew leaders.
- Reviews and approves timesheets for EMS Volunteers
- Develops and maintains standards for service level of care mandated by state and county regulations.

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- Attends and participates in City Council meetings as needed, county and association meetings, and provides information to the general public regarding EMT activities and services.
- Interpret laws, regulations, and policies as they relate to department activities and programs for the development of department of department services.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists in planning and attending fund-raising events.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- EMT-Basic Advanced EMT~~IV-Tech certification~~, CPR, and emergency vehicle operation certification required with five years of EMT experience with supervisory and budget development experience preferred or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Must maintain Wisconsin State EMS-Basic IV-Tech license and increase license status if service changes EMT service level status.
- Background check, physical/drug screen & reference checks required.

Supervisory Skills

- Ability to assign, supervise, and review the work of others.
- Ability to assist with making~~e~~ decisions regarding the selection, discipline and discharge of employees.

Language Skills and Interpersonal Skills

- Ability to decide the time, place, and sequence of operations within an organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to determine consequences and to identify and select alternatives.
- Ability to persuade, convince, and/or train others, including the ability to act in a lead worker capacity. Ability to advise and interpret how to apply policies, procedures, and standards to specific situations.
- Ability to utilize a variety of advisory and design data and information, such as regulations, general operating manuals, incident reports, maintenance and supply lists, budgets, schedules, infection control bulletins, exposure reports, textbooks, maps, non-routine correspondence, meeting minutes, agendas and hazardous materials lists.

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- Ability to communicate effectively with patients, dispatchers, law enforcement personnel, other medical care providers, air ambulance personnel, firefighters, and ~~other~~ EMTs, often under stressful situations.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals. Ability to interpret basic descriptive statistical reports and use of accounting practices.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness, and creativity required to evaluate information against sensory and/or judgmental criteria in emergency situations requiring immediate decisions and response.

Physical and Mental Abilities Required to Perform Essential Position Functions

- Ability to operate a variety of equipment and machinery including office equipment, ambulances, defibrillators, IV equipment, suction machines, radios, and related medical equipment.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements using medical and extrication tools.
- Ability to exert moderate physical effort in sedentary to light work, typically involving some combinations of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling over 100 pounds required to transport patients.
- Ability to recognize and identify harmonious or contrasting combinations, as well as recognize individual characteristics of colors, forms, sounds, tastes, odors, textures, etc. associated with job-related objects, materials and tasks such as observing skin color, listening to breathing, detecting pulse and skin temperature.

Environmental Adaptability

- Ability to work under moderately safe and comfortable conditions where exposure to environmental factors such as temperature variations and extremes, odors, toxic agents, violence, noise, vibrations, machinery, wetness, disease, and/or dust, may cause some discomfort and where there is a risk of minor injury.

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EQUAL OPPORTUNITY EMPLOYER

The City of Stoughton is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT:

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

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Signature: _____ Date: _____