

JOB OPENING – EXTERNAL POSTING

**ASSISTANT CHIEF OF EMS (PS101623)**

**DEPARTMENT: EMERGENCY MEDICAL SERVICES (EMS)**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Under the guidance of the Chief, coordinates all activities related to the completion of the organization's mission. Has overall delegated authority and responsibility for all operational, training, and logistics of EMS Department. Assist in the coordination of planning and implementation of BCEMS short and long-range goals, as directed by the Chief. Under the guidance of the Chief, ensures the proper function and day to day operations of the EMS department. Responsible for the proper performance of duties by all personnel directly involved in the operation of EMS ambulances and for the adherence to established rules, regulations, policies and procedures. Responsible for the enforcement of all administrative procedures necessary for the operational function of the department. Assists with planning and development of BCEMS goals and objectives, and recommends origination or revision of policies and procedures to ensure successful implementation. Demonstrates leadership, effectively manages conflict, promotes professional growth and inspires the development of a highly effective team. Oversees and insures the efficient operation and quality control of BCEMS programs. Creates correspondence, creates forms and develops reports associated with the department, to include but not limited too; Personnel Action Forms (PAF), EEOC Reports, Disciplinary Action Forms (DAFs), etc. Responsible for EMS Department efforts as it related to Commission on Accreditation of Ambulance Services (CAAS). Serves as the Department's Compliance Officer. Serves as the Department's HIPPA Officer. Receives, investigates and resolves complaints, in a timely and complete manner, related to services provided by the BCEMS. Conducts all internal investigations, in a timely and complete manner, and documents findings. Provides status up dates of all complaints to the Chief, to include initial complaint, major developments, and final outcome. Coordinates investigations with other administrative and human resources personnel and takes corrective action, up to and including Written Warnings, when necessary. Ensures BCEMS is in compliance with all local, state and federal laws. Works closely with EMS and other emergency services (Law Enforcement, Fire Departments, Hazardous Materials, Rescue Squad, and Emergency Preparedness). Assists with preparation of the annual budget. Represents the BCEMS at appropriate state, regional and local functions, as directed by the Chief. Attends meetings, seminars and developmental programs necessary to stay abreast of changing trends in EMS. Conducts department staff meetings, as necessary. Coordinates the performance and ensures the effectiveness of assigned administrative personnel. Provides direction and administrative support to assigned personnel, as needed, to ensure all job functions are completed on a consistent basis and ensures a coordinated response to the needs of BCEMS. Prepares a variety of reports that track statistics of EMS services (i.e. number of patient calls, etc.), on a weekly, monthly, quarterly, semi-annual, and yearly basis. Serves as the BCEMS on-call duty officer, as needed. During crisis situations and major EMS incidents within the county, prepares for disseminates information and updates for broadcast, print and electronic media. Prior to any release, all communications must be approved by the Chief and/or County Public Information Officer. Develops and maintains a crisis communication plan for issues that may negatively impact the image of BCEMS, in coordination with the Chief and County Public Information Officer, implementing said plan to provide updates to media should such a scenario occur. Responsible for development and publishing of Incident Action Plans (IAPs). IAPs must be completed in a "pre-incident" manner and ad hoc for unexpected events/disasters. Responds to emergency calls when appropriate to support and assist with the coordination of patient care and the management of on-scene EMS operations. Oversight of procurement processes. Ensures logistical operations are maintained. Assists staff with logistical coordination for all major community events requiring an EMS presence. Reviews, recommends, and obtains required approval from County Departments of new technology to be reviewed and/or implemented. Responsible for establishing training standards and coordinating with department Training Division Chiefs. Ensures that training programs meet or exceed local, state and Federal requirements or minimum standards. Responsible for ensuring all department training requirements are identified, training is conducted in a professional and appropriate format, and assessment of effectiveness of training on Departmental operations. Overall responsibility to ensure all department staff maintains all national, state and local licensures and/or certifications. Supervises staff involved with EMS program to include, but not limited to, assigning work, planning and estimating project completions, monitoring performance, training employees, interviewing staff, and resolving problems, grievances and personnel situation. Makes recommendations to the Chief regarding the hiring, termination and approval of any other change in status of all employees whom the Assistant Chief customarily and regularly directs. Coordinates, monitors and evaluates the performance of the Battalion Chiefs, Training Chiefs, Logistics Chief, and any other employees who report directly to the Assistant Chief. Reviews grievances and renders decisions in writing to the grievant, as necessary. Performs other duties as assigned.

**QUALIFICATIONS:**

High School graduate or equivalent required.

BS/BA degree in related field of EMS management must obtain in specified timeframe mutually agreed upon at time of hire to maintain employment. Master's degree preferred.

10 years EMS experience with seven (7) years previous experience as a paramedic required.

Two (2) years previous experience as an administrator or executive level staff member, preferred.

Four (4) years previous experience in an EMS supervisory role, preferred.

Obtain and maintain the following National Incident Management System certifications (ICS100, ICS200, ICS300, ICS400, IS700, IS800). Employee will have six (6) months to obtain all requirements.

Must have and maintain a valid driver's license with a safe driving record. Must be able to obtain South Carolina license within sixty (60) days of employment.

Must have and maintain a valid South Carolina paramedic license. A National Registry license preferred and will be required upon employment.

Must maintain continuous AHA Basic Cardiac Life Support (BCLS) Certification and AHA Advanced Cardiac Life Support (ACLS) Certification.

Pre-Hospital Trauma Life Support (PHTLS) certification, Pediatric Advanced Life Support (PALS) certifications preferred, or obtain any missing certifications within six (6) months.

Must be currently certified through a standard Emergency Vehicle Operations Course (EVOC).

Attend all OSHA and Berkeley County mandated training on a yearly basis.

Basic computer skills required.

Excellent communications skills, both oral and written.

Skilled in the operation of all basic office equipment.

Departmental testing may be administered during interview.

A criminal background check will be completed on selected applicant if a current one is not on file.

### **PHYSICAL REQUIREMENTS:**

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. Must be able to function in cramped and confined spaces, hazardous environments such as those created by fire, traffic collisions, mechanical collapse, weather, and human acts. Cardiovascular conditioning should be sufficient for the extended performance of cardiac chest compressions, maneuvering and lifting of the gurney and other transport tools, and transport of medical equipment and patient belongings. The employee must be able to lift up to one hundred eighty (180) pounds with one assistant. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

### **SAFETY INFORMATION/DUTIES:**

This is a safety sensitive position and subject to random drug and alcohol testing. This position is also classified under OSHA guidelines for blood-borne pathogen exposure evaluation as a Category I exposure risk which involves routine exposure to blood, bodily fluids and/or tissues. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks and ensures that subordinate staff meets these same safety requirements which may include taking corrective action.

### **HOURS OF WORK/MISCELLANEOUS INFORMATION:**

**This position is classified as exempt and reports directly to the Chief of EMS.** Thirty-seven and one half (37.5) hours per week. Normal working hours are Monday through Friday 9:00 a.m. until 5:00 p.m. with the ability to work flexible hours when necessary. Scheduled hours/days, job location and duties subject to change. Must be able to attend evening and weekend meetings as required. Travel outside of the county may be required. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website [www.berkeleycountysc.gov](http://www.berkeleycountysc.gov) and follow the prompts. For questions, contact Human Resources at 843-719-4163. Computers are available in the Berkeley County Administration building and the County Libraries to apply online.

**Assistant Chief of EMS – Grade: 125**

**Entry Level Bi-Weekly Pay Range: \$2393.50 - \$2752.53**

**Date of Posting: 10/11/2017**

**Closing Date: Subject to close at any time.**

**BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

**All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.**

***APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.***