



POSITION: Emergency Medical Services Director (Ambulance)

DEPARTMENT: Emergency Medical Services

CLASSIFICATION: Salaried department head position included in the County Personnel Policy and applicable under the Classification Pay Plan. FLSA exempt.

NATURE OF WORK: Position involves administrative, supervisory and response duties in the functioning of the county ambulance association. Duties include maintaining readiness of ambulances and personnel, assuming a regular daily ambulance shift assignment, supervising ambulance personnel, and processing all paperwork. Work is performed within the regulations of the federal, state and local governments under the general supervision of the County Administrator and is reviewed and evaluated in progress and/or upon observation of results. Is subject to on-site inspections by the MN Emergency Medical Services Regulatory Board.

AUTHORITY: Hired by the recommendation of the County Administrator with County Board of Commissioners approval in cooperation with the Ambulance Association Executive Board. Subject to a six month probationary period, pre-employment criminal background check and driving record check. Position is bonded.

LEGISLATIVE REQUIREMENTS: Minn. Stat. 144E.101 determines requirements for life support transportation services. Mandated to successfully complete NIMS/ ICS courses 100, 200, 700 and 800.

RELATIONSHIPS: Reports to County Administrator on a monthly basis or as required. Also reports on a monthly basis to Ambulance Executive Board and Association. Daily communication with a variety of emergency services personnel.

BASIC QUALIFICATIONS: High school graduate/GED.
 Current certification as State of Minnesota EMT-B, EMT-I, or EMT-P.
 Two years post-secondary education or experience in related field such as program management or public administration required; or a combination of education and experience deemed acceptable by Pipestone County.
 Minimum of three years current work experience as EMT required.
 Completion of accredited paramedic program and possess current state certification or ability to obtain within three years of initial hire date.
 Current CPR and ACLS certification.
 Possession of current national registry certification desired.
 Valid driver's license.
 Response time maximum of ten minutes to ambulance garage.
 Effective communication and organizational skills.
 Able to perform simple vehicle and equipment maintenance.
 Basic calculator, bookkeeping, accounting and computer skills.
 Personal: Dependable, organized, self-starter. Able to train, supervise, and motivate subordinates/volunteers, to make independent decisions, to establish and maintain effective working relationships with variety of individuals and groups to insure cooperation and coordination in emergency situations. Ability to respect and maintain confidentiality.

SPECIFIC DUTIES/RESPONSIBILITIES: Includes, but not limited to the following:

Essential Duties:

- Performs initial assessment of the situation to determine extent of victim's injuries and type of treatment to administer, whether or not life-threatening condition exists for either victim or attendants. Administers medical treatment and determines best means to transport patient. Maintains contact with medical personnel while en route to hospital.
- Maintains paramedic certification and demonstrate a proficient skill level.
- Supervises ambulance personnel. Schedules shifts. Recruits volunteers, interviews, makes hiring recommendations to Association Executive Board, and evaluates work performances.
- Completes written reports on all ambulance calls and maintains records for inspections. Prepares re-licensing reports as required.
- Maintains constant vehicle and equipment readiness. Performs simple preventive vehicle maintenance or schedules professional services. Cleans and restocks vehicles with supplies after every call.
- Prepares department budget. Prepares bid specifications and recommendations for major purchases. Recommends any changes in ambulance fees.
- Prepares agenda for and presides over monthly association meetings. Prepares minutes and reports. Prepares and presents lectures and demonstrations for on-going association training.
- Coordinates county association services with other county emergency medical services. Provides administrative assistance to affiliate First Responder associations. Informs groups of equipment updates. Administers OSHA required safety programs.
- Participates as a member of the County-wide Communication Committee and assists with all committee and county-wide communications projects.
- Maintains all necessary licensure and certifications.
- Attends meetings and training sessions as necessary.
- Observes prescribed health and safety precautions in the performance of all tasks.

Additional duties:

- Bills, collects, posts and receipts ambulance fees. Assists patients with insurance forms. Compiles and reports payroll information to Auditor's Office.
- Promotes ambulance services through presentations to civic groups, providing stand-by ambulance services at special events, and sharing equipment with other emergency personnel.
- Performs other related work as required.

Access to Not Public Data

The incumbent may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions Ch. 13 Minnesota Government Data Practices Act.

Physical Requirements: During a typical 12 hour shift and 8 hour day, this person sits 4 hours, stands 2 hours and walks 2 hours. May respond to emergency and transfer ambulance calls. Notable physical demands include: (1)occasional bending/stooping, squatting, crawling, climbing, crouching, pushing/pulling, twisting; (2)frequent reaching , kneeling; (3)occasional carrying/lifting of over 100 pounds (patients) with assistance; (4)occasional awkward positioning of body to treat patients; (5>manual dexterity necessary to operate medical equipment; (6)occasional use of hands from ankle to over-the-head levels; (7)frequent need to hear normal conversation, seeing with far acuity and full field of vision; (8)continuous need to see with near acuity. Work involves potential exposure to infectious and chemical agents, weather extremes, noise, heat, and requires operation of automotive and rescue equipment.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. This is not to be construed as an exhaustive list of all duties performed by personnel so classified. This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and the requirements of the job change.