

Sevier County Job Description



Title: EMT Director	Department: County Sheriff
Grade: 22	FLSA Status: Exempt
Job Code: 160	Effective Date: 01/12 (Last Revised 06/19)

GENERAL PURPOSE

Performs a variety of **managerial, administrative and supervisory** duties related to directing and coordinating on-call ambulance and emergency medical services for Sevier County.

SUPERVISION RECEIVED

Works under the general supervision of the Chief Deputy or County Sheriff.

SUPERVISION EXERCISED

Provides close to general supervision to Squad Leaders, Paramedics, AEMT's and EMT's.

ESSENTIAL FUNCTIONS

Administration:

- Directs and coordinates the day-to-day operational activities of the department;
- Coordinates with the Chief Deputy and participates in various personnel actions to include, but not limited to planning, scheduling, operation decisions, establish policies and procedures, employee management, and training;
- Establishes and enforces department policies and procedures;
- Coordinates with the Chief Deputy and the County Human Resource Director for recruitment, selection, promotion, transfer and discipline in order to maintain an effective and efficient EMS Staff;
- Monitors staff performance and assesses timeliness and quality service;
- Conducts planning meetings with Squad Leaders to establish priorities and make operational decisions;
- Conducts regular appraisals of employees' performance;
- Coordinates with Sheriff's office to assist with mental health transports;
- Contacts and coordinates with various institutions, hospitals and related organizations as needed to perform special transport services;
- May coordinate with contract Medical Director or physician to discuss and evaluate departmental operations and effectiveness;
- Represents the EMT department at various community events and functions;
- Educates the public regarding EMT services and programs and promotes community emergency health services and general wellbeing;
- Forecasts personnel, operations and equipment cost, issues requests for purchase when appropriate;
- Maintains records of all purchases and supplies on hand and submits all records and requests through the County Sheriff;
- Maintains adequate inventory of emergency medical supplies as required for State Certification, and conducts periodic inspection of inventory and ambulances;
- Assists in developing annual budget;
- Prepares and submits reports as required by this position and does so in a timely manner;
- Seeks grant funding under the County Sheriff's direction;

EMT Emergency Response:

- Provides on-scene emergency assistance acting in various capacities and under established credentials;
- May work a shift schedule to ensure proper staffing coverage;
- Assures adequate staffing for all shifts and emergency response vehicles;
- Ensures educational, licensing and certification requirements are met, administers training for all full-time and part-time agency personnel;
- Oversees the readiness of the EMS, seeing that the team members are trained and equipped to the State and Federal requirements;
- Schedules or delegates emergency medical training and educational courses for all volunteer staff to keep them current on emergency medical techniques.

MINIMUM QUALIFICATIONS**1. Education and Experience:**

Graduation from high school or equivalent, plus two (2) years of specialized training directly related to above duties and responsibilities provided through professional workshops or completion of a relevant associate degree and five (5) years professional employment directly related to emergency medical services with two (2) of those years in a supervisory capacity.

*An equivalent combination of education and experience may be considered.

2. Required Knowledge, Skills, and Abilities:**Considerable knowledge of**

- Principles and practices of management/administration, including personnel management, budgeting, finance, and program/services evaluation;
- Utah laws, regulations, and guidelines governing all aspects of EMS operations;
- Principles of supervision;
- Training and staff utilization practices;
- Emergency medical techniques, procedures, and practices;
- Uses and effects of a variety of medications and drugs utilized on accident victims;
- Interpersonal communication skills;
- Leadership skills;
- State code, regulations, and laws affecting emergency response services;
- Explosives and weapons of mass destruction.

Considerable skill in

- The art of diplomacy and cooperative problem solving;
- Management, leadership and organizational behavior;
- Establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and County residents;
- The operation of PC Computer.

Ability to

- Understand and interpret complex laws, rules, regulations, policies, and guidelines;
- Direct the work of others;
- Plan, organize, and direct, through subordinate staff, the efficient, effective delivery of EMS programs, services and functions;
- Develop operating policies and procedures;
- Analyze and resolve problems arising regarding programs, and services;
- Implement cooperative problem-solving processes;
- Operate personal computer and various software applications for word processing and spread sheet information;
- Access e-mail and effectively function in a computerized communications environment;
- Use all forms of radio communications, networks, databases and security measures;
- Communicate effectively, verbally, and in writing;
- Effectively deal with traumatic and demanding situations;
- Take charge of an emergency incident;
- Develop effective working relationships with supervisors, medical professionals, employees and the public.

3. Special Qualifications:

- Must be a licensed AEMT or Paramedic.
- Must pass post-employment offer physical, drug test and background examination.
- Must be willing to participate in random drug screening
- Must be subject to contact 24 hours a day, 7 days a week.
- Resident of Sevier County.

4. Work Environment:

- Incumbent of the position performs in a typical office setting with appropriate climate controls; however, work may be required in all weather types and under extremely hazardous conditions.
- Tasks require a variety of physical activities and must be able to perform all Hazardous Materials work at the technician level.
- Must be able to lift 50 pounds on a consistent basis.
- Continuous talking, hearing and seeing required in the normal course of performing the job.
- Common eye, hand, finger dexterity required to perform essential functions.
- Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.
- Periodic travel required in normal course of job performance.
- Must be able to respond to emergencies 24 hours a day, 7 days a week.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)