

<p style="text-align: center;">Town of Derry, New Hampshire Position Description</p>
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Position Title: **Emergency Medical Services Director**

Department: Fire

Reports To: Fire Chief

Date: November 2018

GENERAL SUMMARY:

Under direction of Fire Chief, responsible for coordinating Department Emergency Medical Service (EMS) functions and assisting with administrative duties of the Fire Department in area of Emergency Medical Services. Assists in directing, managing, and supervising the day-to-day EMS operations of the Fire Department.

ESSENTIAL JOB FUNCTIONS:* *(All responsibilities may not be performed by all incumbents.)*

- Coordinates the Emergency Medical Services division.
- Plans, directs, and manages the activities within the Fire Department Ambulance Service.
- Drafts goals and objectives and recommends strategies and priorities for attainment of objectives in area of assignment.
- Drafts and recommends policies and procedures for area of assignment.
- Plans, allocates and monitors departmental resources to ensure efficient and economical operations.
- Reviews reports to determine status of assignments, efficiency and effectiveness of unit activities and detects trends and conditions.
- Functions as the Department's Unit Controlled Drug Coordinator.
- Functions as the Department Infection Control Officer.
- Functions as the Department's Privacy Officer.
- Assists in preparing and managing operational budgets; monitors and controls budget expenditures; prepares specifications for capital purchases for EMS Department.
- Maintain a liaison with the ambulance billing company to ensure adequate revenues. Responsible for all EMS billing.
- Maintain a liaison with Derry Fire Department and Administration of Parkland Medical Center on EMS matters.
- Develop a working relationship with area towns with which the ambulance service has contract obligations.
- May be required to conduct sensitive internal investigations as well as background investigations for potential employees.
- Interacts with citizens in order to respond to inquiries and complaints and to establish rapport and trust in area of assignment.
- Represents the Department on various medical committees.

- Coordinate divisions and units to ensure consolidated efforts and efficient attainment of department goals.
- Ensures specialized equipment are properly maintained and that they conform to safety standards in area of assignment.
- Reviews EMS reports completed by personnel in order to ensure accuracy and completeness, to determine status of assignments, to determine the efficiency and effectiveness of unit activities, and to detect trends and conditions; returns inadequate reports for completion.
- Responds to major emergencies, in order to render assistance. Reports to the incident commander for assignment.
- Makes oral presentations to groups regarding various aspects of injury prevention or emergency medical services and may also be required to make presentations to Town Council.
- Assist the Fire Department Training officer and Town Human Resource department with recruits and promotional testing.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

College level courses in Public Administration, Business Administration, Fire Science/Protection, or a related field with three years' experience at a supervisory level equivalent to Company Officer, or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Nationally Registered Paramedic

Must be able to attain NH Paramedic license within 6 months of being hired

Valid Driver's License (CDL Preferred)

Fire and/or EMT Instructor Certification is desirable

Hazardous Material Operational

KNOWLEDGE, SKILLS, AND ABILITIES: *(Depending upon are of assignment.)*

Knowledge of:

- The principles and practices of sound management and motivational techniques.
- Budget preparation and administration.
- Staffing of a medium sized fire department for the delivery of optimum service.
- Personnel practices and applicable legal considerations as they pertain to department employees.
- All pertinent local, state, and federal laws and Town ordinances.
- Contemporary methods of Emergency Medical Services.

- Pending changes in technology which would improve the department's effectiveness.
- Principles and practices of Emergency Medicine, Hazardous Material, Technical Rescue, and customer service.
- State and Federal laws pertaining to fire department operations and liability issues.

Skill in:

- Interpersonal relations.
- Operation of equipment as assigned.
- Effective written and oral communications.
- Dealing effectively with diverse groups and populations.

Ability to:

- Prepare and administer the Department's EMS budget(s).
- Read, comprehend and explain policies, procedures and practices.
- Communicate effectively both orally and in writing.
- Safely operate emergency vehicles and their equipment, especially under stressful and/or dangerous conditions.
- Analyze situations, both emergency and routine, efficiently and accurately, in order to objectively stabilize situations and to determine best courses of action.
- Prepare clear, concise, and accurate reports and to check the reports of personnel.
- Frequently walk, stand, sit, use hands to finger, handle, or feel, reach with hands or arms, and talk or hear.
- Use distance vision, color vision, and depth perception to accomplish job responsibilities.
- Tolerate extreme fluctuations in temperature while performing duties.
- Perform physically demanding work in hot (up to 100°F), humid (up to 100%) atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.
- Perform a variety of tasks on slippery, hazardous surfaces. The employee must be capable of wearing personal protective equipment that weighs approximately 50 lbs. while performing firefighting tasks.
- Performing physically demanding work while wearing positive-pressure breathing equipment with 1.5 in. of water column resistance to exhalation at a flow of 40L/min.
- Work for long periods of time, requiring sustained physical activity and intense concentration.
- Make rapid transitions from rest to near-maximal exertion without warm-up periods.
- Operate in environments of high noise; poor visibility; at heights; and enclosed or confined spaces.
- Rely on sight, hearing, smell, and touch to help determine the nature of an emergency, to maintain personal safety, to make critical decisions in a confused, chaotic, and potentially life-threatening environment throughout the duration of an emergency operation.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- May spend periods of time in normal office environment, not subject to extremes in temperature, noise, odors, etc.
- May spend periods of time in non-office environments including fire scenes, emergency medical and rescue operation locations. Occasional periods of outside work, subject to all weather conditions and extremes.
- May spend periods of time at computer terminal, on telephone, or operating other office machines requiring eye-hand coordination and finger dexterity.
- Physical Requirements – While performing the duties of this job the employee is frequently required to sit; talk and hear; use fingers, hands and arms to handle, reach and/or operate basic office equipment, objects, tools or controls. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

JOB RESPONSIBILITIES RELATED TO PATIENT PRIVACY:

The incumbent is expected to protect the privacy of all patient information in accordance with the Department's privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Department's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment with the Derry Fire Department.

The incumbent may access protected health information and other patient information only to the extent that is necessary to complete job duties. The incumbent may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other department operations.

The incumbent is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Department's policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.

The incumbent is expected to actively participate in Department privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with Department policy.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees, assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**