

DIRECTOR OF EMERGENCY MEDICAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the management and operation of emergency medical service functions of a fire district. The Director of EMS develops and operates an Advanced Life Support System for the district which must be integrated into the Dutchess County and Hudson Valley Regional Emergency Medical Services System. In addition, the incumbent functions as a paramedic whenever necessary. Work is performed under the general direction of the Fire Chief. Supervision is exercised over the Paramedics and other members of the volunteer and career staff as it relates to EMS.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Develops, modifies, and maintains terms and conditions of employment of the EMS program in accordance with laws, regulations, policies, protocols and procedures as dictated by NYS Department of Health and other federal, state, and regional regulatory agencies;
2. Ensures the EMS program is in compliance with regulatory agencies;
3. Prepares a proposed EMS budget for the district and submits to the Fire Chief;
4. Oversees the maintenance of all emergency medical services vehicles, equipment, and supplies in accordance with all applicable state laws, rules and regulations and district policies;
5. Supervises Paramedics and other members of the volunteer and career staff as it relates to EMS, which includes recommendations on hiring and ongoing performance monitoring and scheduling;
6. Performs all duties of a Paramedic whenever necessary;
7. Serves as a member of the Negotiation team for management;
8. Develops, schedules and conducts emergency medical service training program;
9. Ensures that all required personnel are cleared for respirator use and serves as point of contact for all work-related injuries and illnesses and other occupational health concerns;
10. Oversees the quality assurance program for the emergency medical services in accordance with all applicable laws and regulations;
11. Maintains, completes and submits all EMS records of the district including patient care reports;
12. Develops and maintains cooperative working relations with other community agencies (such as other fire services, police agencies, hospitals, private ambulance services, county fire dispatch and civil defense agencies) and resolve conflicts which may occur;
13. Attends or ensures representation at EMS related meetings in and outside of the fire district.

FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of and ability to apply emergency medical care to patients at the scene and en route to the medical center in order to administer aide and to monitor the service provided by staff;

Knowledge of and skill in using a variety of medical equipment in order to provide aide and to instruct others in the use of equipment and monitor their performance;

Knowledge of emergency and medical community resources available and their functions and capabilities in order to work with other providers to plan a comprehensive delivery system and address the needs of the community;

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FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES: (Cont'd)

Knowledge of the principles and practices of supervision in order to supervise staff in the program;
Knowledge of the geography of the area in order to plan efficient service delivery;
Knowledge of the principles of budgeting and administration in order to oversee the emergency medical services provided by the district and plan for the expansion of services if necessary;
Skill in the operation of a medical emergency radio;
Ability to communicate effectively under crisis situations;
Ability to prepare written reports;
Ability to instruct others both in formal and field situations;
Ability to remain calm in emergencies;
Ability to work effectively with a variety of medical and emergency personnel and to deal effectively with patients and their families;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a New York State high school equivalency diploma AND Certification by New York State Department of Health as a Paramedic PLUS the following:

- EITHER: (A): Graduation from a regionally accredited or New York State registered college or university with an Associate's degree from a New York State or regionally accredited two-year college or university, plus six (6) years of post-certification full-time paid field experience as a medic, at least two (2) years of which must have involved supervision;
- OR: (B): Eight (8) years of post-certification full-time paid field experience as a medic, at least two (2) years of which must have involved supervision;
- OR: (C): An equivalent combination of education, training and experience between the limits of (A) and (B) above.

SPECIAL REQUIREMENTS FOR APPOINTMENT:

1. Possession of certifications as required by the Hudson Valley Regional Medical Advisory Committee to practice as a paramedic in the Hudson Valley Region.
2. Possession of a New York State Driver License at time of appointment and to maintain.
3. An appointing authority may require candidates to pass a qualifying medical and drug screening test in order to be appointed.

PS6107

ADOPTED: 11/15/90

REVISED: 07/16/99 3/26/14 1/29/15