

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE: Emergency Medical Services (EMS) Chief
DEPARTMENT: Fire Department
DIVISION: Operations Division
REPORTS TO: Deputy Fire Chief

BAND/LEVEL: Mgmt IV
JOB NO: 5530
DATE: 09/15/16
FLSA STATUS: EX
FULL-TIME: X **PART-TIME:**
COST CENTER: 282

REPLACES: EMS Chief

DATE: 03/25/12

JOB SUMMARY STATEMENT:

Manages, coordinates and supervises work involving Emergency Medical Services within the Operations Division. Formulates policies, programs and procedures for EMS Operations. Manages all EMS equipment supplies, storage, and billing. Serves as contact person for the department's Medical Director.

DUTIES AND RESPONSIBILITIES:

1. Formulates policies, programs and procedures for EMS Operations.
2. Serves in the function of Infection Control Officer for the Fire Department. On-call for exposure determination for the department. Establishes an Exposure Control Plan and maintains pertinent records. Presents or coordinates annual Infectious Control training for the department. Works with Johnson County Emergency Departments, city's contract Occupational Medical Provider, Police Department and Administrator, Safety & Loss Prevention to coordinate and provide oversight as needed.
3. Works directly with the contracted EMS partner, Johnson County MedAct. Attends bi-monthly operational meetings.
4. Provides direction and oversight of the medical controlled substance inventory. Ensures the controlled substance program complies with federal regulatory requirements. Directly oversees the licensing process for the Drug Enforcement Agency (DEA), Clinical Laboratory Improvement Amendments (CLIA) and Kansas State Board of Pharmacy.
5. Manages for Fire Department and coordinates with Johnson County MedAct all EMS equipment, supplies, medical controlled substances and storage. Works with vendors for EMS equipment and supplies as needed. Develops plans for major EMS equipment purchases. Manages inventory and/or accountability of EMS equipment and supplies.
6. Manages the billing process of EMS transports. Works with Information Technology in the development of processes for billing records. Responds to citizens questions regarding billing and/or EMS related injuries.
7. Works with the Training Division in the planning and development of Advanced (ALS) and Basic (BLS) Life Support level EMS training for all fire department staff. Monitors CORE EMS training and educational topics. Coordinates with ALS Training Officer for outside special educational opportunities to be presented to staff. Develops a preceptor program for mentoring new paramedics.
8. Serves as the contact person for the department's Medical Director. Works with the Medical Director on political and operational issues that affect the department. Facilitates the relationship between the Training Division and the Medical Director. Coordinates with ALS Training Officer for communication between Medical Director and CQA staff.
9. Writes ambulance unit specifications, establishes a bidder list and directs the bid process. Works with the selected bidder to assure delivery of the specified ambulance unit with the financial parameters established.
10. Conducts continuous analysis of vehicle and staff assignments and scheduling for improved efficiency and effectiveness. Conducts field surveys to evaluate operations and recommends changes.

Title: EMS Chief
Cost Center: 282
Date: 09/15/16
Page 2

11. Responds to emergency situations in the role of Operational EMS Battalion Chief. Provides coverage as Duty Chief as requested.
12. Manages EMS Special Events to include coverage, billing, equipment, plan development and operational function.
13. Initiates and maintains a Quality Assurance/Quality Improvement program and monitors the outcomes to facilitate operational changes and focus future training priorities.
14. Participates in regional EMS functions. Represents the department at ALS Clinical Standards and Practices meetings, Johnson County EMS Council meetings, Johnson County Community College and the Mid-America Regional council MARCER EMS committee.
15. Monitors State of Kansas Board of EMS (KBEMS) activity by attending quarterly board meetings. Participates in incident reviews and investigations and represents the department on KBEMS reportable incidents.
16. Submits recommendations for compliance with Kansas Statutes and Regulations.
17. Assists in brokering social service resources as necessary when EMS does not offer long term solutions to customer needs. Works with social service agency representatives to determine the best course of action for reduced EMS dependency. OPFD Coordinator for the Citizen Assist Program (CAP). Develops relationship with Overland Park Police Department COPS officers for district response to special issues with citizens.
18. Monitors the national fire/EMS media to determine industry trends, new technologies and emerging issues. Researches market conditions in local, regional and national areas to determine trends. Monitors the metro EMS market and analyzes how our system compares with the standard.
19. Reviews and analyzes reports, such as revenue and performance records, to secure information for recommended changes. Reviews cost statements to locate excessive expenses and develops plans, policies and budgets.
20. Establishes research methodology and designs formats for data gathering, such as surveys, opinion polls or questionnaires.
21. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
22. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

Title: EMS Chief
Cost Center: 282
Date: 09/15/16
Page 3

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Requires a Bachelor's degree with a major in Fire Science, Public Administration, Emergency Medical Services, Business Administration, or a related field.
- Must possess a Kansas Paramedic certification.
- Must possess a valid driver's license and obtain an insurable driving record.
- Must obtain the National Fire Academy Executive Fire Officer certification.

EXPERIENCE:

Applicant must have eight years of experience; including three years supervisory experience.

SKILLS:

1. Ability to communicate effectively both orally and in writing.
2. Working knowledge of word processing and spreadsheet software programs.

MENTAL REQUIREMENTS:

1. Thorough knowledge of the geographical layout of the jurisdiction, including the location of streets, hydrants and major fire hazards.
2. Thorough knowledge of Overland Park Fire Department resources, both its personnel capabilities and equipment capabilities.
3. Thorough knowledge of departmental rules and regulations with the ability to enforce them firmly, tactfully and impartially.
4. Thorough knowledge of emergency medical practices, fireground operations, current training methods, fire prevention codes, practices and policies.
5. Considerable knowledge of emergency medical treatment, resuscitation, and other rescue techniques.
6. Considerable knowledge of the principles of management and organization.
7. Knowledge of research techniques, methods and procedures and ability to analyze and interpret data and submit reports upon analysis.
8. Ability to visualize and analyze administrative problems and situations and to present appropriate facts and recommendations concisely in written or oral form.
9. Ability to plan, assign and direct the work of a number of subordinate operating units and to direct the work of subordinate employees under emergency situations.
10. Ability to establish and maintain effective working relationships with City of Overland Park officials, private sector officials, civic groups, subordinates and the general public.

PHYSICAL REQUIREMENTS:

1. Ability to lift and/or move objects up to 50 pounds when performing general office duties, and lift up to 100 pounds when performing field work.
2. Close vision and the ability to adjust focus.
3. Ability to walk, use hand to finger motions, handle or feel objects, tools or controls, and reach with hands and arms.
4. Ability to sit, talk and hear.
5. Ability to work in intense life-threatening conditions.
6. Exposure to extreme temperatures and adverse weather conditions.
7. Exposure to danger of electrical shock and vibration, fire, smoke, bodily fluids, noise, potentially hazardous materials, dangerous animals; hazards of emergency driving; hazards associated with traffic control and working in and near traffic, natural and man-made disasters; and hazardous materials incidents.
8. Ability to work 100' above grade and in confined spaces.
9. Exposure to noise levels from quiet to very loud.
10. Ability to function properly in mentally stressful conditions.
11. Ability to pass Overland Park Fire Department physical requirements with a minimum result of good.
12. Ability to operate facsimile machines, copy machines, paging systems and calculators.

Title: EMS Chief
Cost Center: 282
Date: 09/15/16
Page 4

SPECIAL REQUIREMENTS:

- Employees that are fire qualified and/or EMT/MICT certified must also meet the physical requirements of the **FIREFIGHTER** job description.
- Fire and/or medical certification must also be maintained.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct:

Support Services Technician
Paramedic(s) Assigned to M1140

Indirect:

Administrative Clerk

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.