

## JOB DESCRIPTION

### Essex County, VA

Job Title	<b>Chief of Emergency Services</b>
Department	Emergency Services Department
Category	Full Time
FSLA	Exempt
Pay Grade	
Report to:	County Administrator
Supervises:	Supervises Captain of Emergency Services, Emergency Services LT's and as necessary full-time and part-time staff

#### **JOB SUMMARY/PURPOSE**

This position oversees and administers the Emergency Services Department and serves as the County's Emergency Management Coordinator. This position performs administrative, operational and professional management work in providing direction and support to the County's Emergency Medical Services Department, including recruiting and training personnel in compliance with all federal, state and local laws. This position works closely with various senior leaders and department heads to ensure the health and safety of all citizens within Essex County which includes insuring volunteer firefighting services or EMS staff meet the emergency management needs of the community. The incumbent will also direct emergency management activities, emergency medical personnel, and act as a liaison between County officials and the general public. The Chief of Emergency Services is required to exercise good judgment and supervision of emergency medical services and emergency management systems and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

#### **ESSENTIAL JOB FUNCTIONS**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

##### Emergency Management Services

- Serves as Emergency Management Coordinator for all Countywide incidents by commanding the Emergency Operation Center;
- Ensure Firefighting services, Medical Services and Police/Public Safety services are provided during emergency incidents by working with Sheriff, Volunteer Fire Chief, Regional agencies and State & Federal Agencies;
- Educates the public about emergency management issues and notifies citizens of any emergencies to ensure public safety;
- Coordinates emergency management training with all appropriate agencies.;
- Develops and updates emergency management policies as needed;
- Researches, develops, manages and implements programs for compliance with local, state and federal laws and regulations;
- Coordinate natural and man-made disaster events with various public safety agencies;
- Coordinate hazardous materials events with various public safety agencies;

## Emergency Medical Services

- Plans, coordinates, supervises and oversees the daily field operations of the Emergency Medical Services Department;
- The Chief will perform all duties of a ALS Firefighter Paramedic or Lieutenant as needed for Emergency Service calls and operations as needed and will take command of emergency scene;
- Insures adequate operational staffing for all regular duty shifts as well as special planned or unplanned events; maintains schedule of personnel on shift each day;
- Develops, implements and monitors of Departmental goals, objectives. Plans and develops long and short-range projects and goals for Essex County's EMS Department;
- Ensures compliance with licensing and certification requirements for all Emergency Medical Services staff (CPR, ACLS, PEPP, BTLS, EMT, Paramedic);
- Coordinates training opportunities and assures personnel receive the appropriate training as well as coordinating the evaluation of providers in the clinical and operational setting to assure core competency;
- Serves as a liaison between the Department of Emergency Services and the Jurisdictional Medical Director and the State regulating agencies with regards to training and quality assurance;
- Develops Department policies and procedures and assigns, trains and supervises staff, Consults with County Administrator on such personnel actions as hiring, termination, and discipline and obtains final approval for such personnel actions;
- Prepares and administers operating budgets (including processing invoices) for department; presents budget to the Board of Directors, County Administrator and Board of Supervisors;
- Submits oral and written reports to County officials and state agencies as required;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with Emergency Medical Services and Emergency Management functions and practices, to maintain certifications;
- Consistent on-site/field work and on-time attendance is essential for this position based on assigned schedule.

## **MINIMUM REQUIREMENTS TO PERFORM WORK**

### Education and Experience:

- Bachelor's degree in emergency medical services, fire science, emergency management, public safety, business administration or a related field supplemented by ten (10) years of emergency services experience that provides the requisite knowledge, skills, and abilities for this job.

### Licenses or Certificates:

- Federal and/or State Emergency Management Certifications
- Current certification in Paramedic Advanced Life Support (ALS).

- Firefighter I certification.
- Hazardous Materials Awareness Certification.
- Certification in ACLS-Advanced Cardiac Life Support, EVOC – Emergency Vehicle Operations Course, PALS- Pediatric Advance Life Support and PHTLS – Pre-Hospital Trauma Life Support.
- Current CPR card.
- Valid driver's license in the Commonwealth of Virginia along with a good driving record.
- Firefighter II and Hazardous Materials Operations certifications.

Knowledge, Skills and Abilities:

- Thorough knowledge of emergency medical techniques and procedures required at the advanced life support Paramedic level;
- Thorough knowledge of Firefighter I duties and responsibilities;
- Thorough knowledge of hazardous materials awareness and response;
- Thorough knowledge of laws, rules and regulations relating to emergency medical services, paramedic/advanced life support level and Firefighter I activities;
- Thorough knowledge of the occupational hazards and safety precautions of the discipline;
- Knowledge or ability to learn of the layout of local roads and of the locations and characteristics of various neighborhoods and communities;
- Thorough knowledge of Emergency Management operations, policies and procedures;
- Knowledge of supervisory responsibilities, purchasing of supplies, records management and development and implementation of budget;
- Ability to communicate effectively using solid reading, writing, listening and speaking skills;
- Ability to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others;
- Ability to exercise independent judgment, and command supervision, organize work, and complete tasks efficiently and accurately;
- Ability to maintain professional ethics related to confidentiality, specifically medical records;
- Ability to effectively communicate with senior leadership and the general public regarding medical and disaster support services;
- Ability to react quickly and calmly in emergency situations;
- Ability to establish and maintain effective working relationships with associates, EMS leadership, hospital staff, county officials, outside agencies and the general public;
- Ability to read and interpret various materials pertaining to the responsibilities of the job related to medical protocol with hospital as well as Emergency Management;
- Skill in advanced life support as a Paramedic;
- Skill in analyzing issues to effectively solve problems;
- Ability to plan and implement emergency management services;
- Ability to ensure the protection of persons and property in response to emergencies and disasters;
- Ability to coordinate emergency services personnel to ensure public safety;
- Ability to exercise independent judgment and discretion under limited supervision.

## **Physical and Mental Requirements:**

### Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places		X		
Work with toxic or caustic chemicals		X		
Work with fumes or airborne particles		X		
Work near moving mechanical parts		X		
Risk of electrical shock		X		
Vibration		X		
Equipment Used – Computers, office equipment, ems & firefighting equipment, jaws of life, parts & emergency management equipment			X	

### Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking				X
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Smelling fire, patience with medical concerns		X		
Bending, pulling, pushing - Patients			X	
Other-Driving				X
Other-Performing medical procedures, helping with firefighting, dealing with car crashes, dealing with contagious diseases, dealing with crisis situations		X		
Other – commanding Emergency Operation Center		X		

### Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 75 pounds			X	
Up to 100 pounds		X		
Over 100 pounds		X		

#### Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)			X	
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)		X		

#### Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).*