

## EMS Director – City of Port Aransas, Texas

**Job Title:** EMS Director

**Department:** EMS

**Reports To:** City Manager

**FLSA Status:** Non-exempt

**Prepared By:** Personnel Director and Executive Assistant

**Salary/Grade:** 26

**Date:** 10/26/20

**Approved By:** David Parsons, City Manager

**Approved Date:**

**Summary:** Directs medical emergency service program by performing the following duties personally or through subordinate supervisors.

### **Essential Duties and Responsibilities include the following:**

- Coordinates activities of persons involved in rescue, transportation, and care of accident or catastrophe victims, and others requiring emergency medical assistance.
- Arranges for establishment of emergency medical facilities, staffing of facilities by emergency-trained medical and auxiliary personnel, installation of telecommunication network components, and acquisition of emergency vehicles.
- Maintains records of facilities and personnel, and periodically inspects facilities to ensure capability of meeting area's emergency needs.
- Maintains telecommunication contact with mobile and stationary units comprising emergency service network to coordinate activities of personnel, enlist services of other protective agencies, or provide alternate directions to onscene emergency personnel when planned procedures are not feasible.
- Develops, plans, and participates in training programs for ambulance and rescue personnel.
- Cooperates with schools and community organizations to encourage public interest in and knowledge of basic and advanced first aid training, and assists groups in development and presentation of classes.
- Maintains records of emergency medical service activities, for coordination with records prepared by cooperating institutions, to provide data for evaluation of program.
- Prepares reports stating progress, problems, and plans for future implementation of emergency service for community or area, for review by officials of sponsoring agency.
- Confers with coordinators of emergency programs in other areas to discuss problems, coordinate activities, and cooperate in area or statewide plans.

### **Supervisory Responsibilities:**

Directly supervises seven employees in the EMS Department. Carries out supervisory responsibilities in

accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies-

- *Customer Service* - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance.
- *Oral Communication* - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- *Written Communication* - Writes clearly and informatively; able to read and interpret written information.
- *Leadership* – Exhibits confidence in self and others; accepts feedback from others.
- *Quality Management* - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- *Organizational Support* - Follows policies and procedures; completes tasks correctly and on time; supports organization's goals and values.
- *Judgment*- Displays willingness to make decisions; exhibits sound and accurate judgment.
- *Planning/Organizing* – Prioritizes and plans work activities; uses time efficiently.
- *Professionalism* - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.
- *Quality* – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.
- *Quantity* – Meets productivity standards; completes work in timely manner.
- *Safety and Security* - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly;
- *Adaptability* - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- *Attendance/Punctuality* - Is consistently at work and on time; ensures work responsibilities are covered when absent.
- *Dependability*- Follows instructions, responds to management direction; takes responsibility for own actions.
- *Initiative* - Volunteers readily; undertakes self-development activities; looks for and takes advantage of opportunities; asks for and offers help when needed.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one-year related experience and/or training; or equivalent combination of education and experience.

**Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. ability to write simple correspondence; ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's; ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills:** To perform the job successfully, an individual should have knowledge of internet software and word processing software.

**Certificates, Licenses, Registrations:** Valid Texas Driver License and acceptable driving record. Must have certification by the State of Texas at a minimum EMT- basic. Currently or will obtain ACLS/PALS/PHTLS; NIMS 100, 200, 700, 800; NIMS 300, 400. Driver License and certification must be maintained throughout employment.

**Reasoning Ability:** Basic office skills; good telephone etiquette; typing and computer skills preferred.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to sit, talk, stand, walk, lift, drive a motor vehicle, use hands to finger, handle, feel or operate objects, tools, devices or controls, and reach with hands and arms. The employee occasionally is required to lift, climb, push or pull objects and injured/ill persons up to 150 pounds. Hand-eye coordination is necessary to operate vehicles, computers and office and medical equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee will frequently work in a motor vehicle and will occasionally work near moving mechanical parts. The employee is exposed to outside weather conditions; extreme cold and extreme heat; toxic or caustic chemicals; airborne particles; vibration and electro-magnetic radiation; and is exposed to ocean conditions. Noise level is normally moderate, but will be elevated when sirens are in operation. Employees will work primarily at a station house, on a medical scene, in an ambulance, at a hospital or be posted at a staging location during peak hours during events.

EMPLOYEE: \_\_\_\_\_

Date: \_\_\_\_\_