

Job Class Code: 7324	FLSA Status: Partially Exempt
Pay Code: 4	EEO Category: 4

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to oversee emergency medical services. The class is responsible for planning and managing EMS operations, policy and procedures, evaluation, and administrative functions. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Plans and schedules EMS activities such as inspections and maintenance of equipment and materials, and other related activities.
- Monitors laws, rules, policy, procedures and emerging medical technologies to develop and recommend policy, procedures, or equipment acquisitions.
- Responds to fire or other emergencies; assesses situation and oversees immediate mitigating actions such as rescuing persons from danger.
- Supervises the identification of persons requiring immediate care, providing advanced, pre-hospital medical services including specialized cardiac care, and transporting patients for further medical care.
- Coordinates with other emergency response agencies, care providers, or other public service activities to enhance emergency medical services to the public; responds to public inquires or complaints concerning medical services.
- Provides technical and professional training and education for emergency response personnel, and others, including certification and re-certification.
- Assists the public by providing medically related services, tours, public presentations or events to promote medical or safety consciousness.
- Attends or conducts staff or training meetings to exchange information; attends in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.
- Performs administrative duties, such as log and record keeping, data entry, report preparation, personnel activities, supplies maintenance, and correspondence or other internal or external communications.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practiced and makes recommendations based on technical expertise.
Reasoning Requirements	Performs coordinating work involving guidelines and rules, but solves problems constantly.
Mathematical Requirements	Uses basic algebra involving variables and formulas, basic geometry involving areas and volumes and computes discounts, ratios, rates, and percents.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of co-workers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; presents training programs.

Mental Requirements	Performs specialized technical and professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical and professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Directs actions of others, making decisions almost constantly, affecting coworkers, crime victim's patients, and others in the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree in the EMS, paramedical, or closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires three years of uninterrupted service with the Chesapeake Fire Department and be a current Virginia certified paramedic.
Special Certifications and Licenses	Requires a valid driver's license or CDL and a driving record in compliance with City Driving Standards. Special skill and/or equipment certifications including Paramedic are required.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.