



EMS CHIEF POSITION DESCRIPTION

General Statement of Duties:

This position is responsible for ensuring that the City of Evansville and Township areas within the Evansville Emergency Medical Service's service area are continually provided with emergency medical services in a prompt and effective manner. The EMS Chief must have the ability to exercise sound judgment and make decisions during emergency or stressful situations. The Emergency Medical Services Chief supervises and coordinates the day-to-day operations of the Evansville EMS Department.

Distinguishing Features of the Position:

This position reports to the City Administrator/Finance Director. The EMS Chief shall perform 80 hours of EMS Chief work per pay period (a pay period is two weeks).

Examples of Work (illustrative only):

Administration:

- Enforces City and department policies & procedures.
- Ensures that all EMS personnel receive adequate training to meet applicable federal, state, and local requirements.
- Oversees ambulance run reporting and ambulance run coding for billing.
- Conducts quality assurance of field skills and field reporting.
- Reviews and authorizes payment of accounts payable.
- Prepares, presents and implements the annual EMS budget.
- Reviews, writes and enforces departmental policies and procedures approved by the Public Safety Committee.
- Coordinates the NIMS certification and training program for City staff.
- Creates and updates Emergency Operations Plans and Manuals annually or as directed.
- Completes and submits department payroll.

Medical Service/Emergency Response:

- Maintains, accesses and protects confidential patient records in accordance with HIPPA regulations and Wisconsin State Law.
- Manages staffing, equipment, vehicles and supply inventory.
- Ensures appropriate first aid, lifesaving and rescue techniques and quality care as identified in the Evansville Emergency Medical Service Policies, Procedures, and Protocols is provided.
- The EMS Chief shall serve a minimum of 6, maximum of 12 hours, per week as an on-call Evansville EMT during EMS Chief administrative work hours.
- The EMS Chief shall not be paid for both administrative hours and EMT hours at the same time.
- Time used performing ambulance runs outside of normal work hours may not count towards administrative time or be paid at the Chief pay rate, they will be paid at the applicable EMT rate of pay.

- If the EMS Chief serves as an Evansville EMT during normal work hours, The EMS Chief shall be compensated the chief rate of pay, and those hours shall count towards normal administrative work time.

Staffing:

- Supervises the on-call emergency medical technicians (EMTs), first responders, drivers and the Assistant EMS Chief.
- Performs or coordinates recruitment, hiring, scheduling, and assignment of job duties.
- Exercises discretion regarding the means for ensuring that full EMT crews are on call 7 days per week, 24 hours per day, 365 days per year.
- Evaluates skill levels and performance of personnel.
- Coordinates continuing education requirements needed for re-licensure.
- Manages the equipment records, training files, medical files and personnel files of all department employees as required by City Policy.
- Provides blood-borne pathogen training and provides advice and assistance in preparing the City Blood-borne Pathogen policy.
- Responsible for planning, scheduling, and reviewing activities of the City's emergency medical services staff.
- Must be able to perform and have detailed knowledge of the medical services required of an EMT for purposes of training staff.

Miscellaneous:

- Oversees the public relations aspect of the EMS Department.
- Establishes and maintains effective work relationships with City, township and county officials, contract communities, and the general public.
- Establishes and maintains effective work relationships with City departments, Evansville Police Department, Evansville Fire District and regional emergency response organizations.
- Coordinates public education sessions related to emergency medical services.
- Attends regular Department, Staff, Public Safety Committee, and special Common Council meetings. Will be directed to attend additional public meetings when necessary.
- Represents the EMS organization at state, county and City government levels.
- Prepares reports and presentations as needed.

Job standards (minimum acceptable experience, training and education):

- High school diploma/GED and academic or technical college course work relating to emergency medical services, administration, business management, or other medical services.
- Five years of experience as an EMT.
- Advanced EMT level licensing, paramedic preferred.
Must possess or have the ability to obtain Basic Life Support instructor certification as well as NIMS 100,200, 300, 400, 700 and 800 certifications within 2 years.
- Two years of supervisory experience; experience as an instructor in various EMS job-related skills; or an equivalent combination of training and experience which provides the

following knowledge, skills, and abilities:

- Considerable knowledge of emergency services operations, HHS 110 Rules and Regulations as they pertain to EMS, and appropriate state and county administrative regulations.
- Considerable knowledge of first aid, lifesaving and rescue techniques.
- Considerable knowledge of various duties and responsibilities of local, state, county and federal agencies as they pertain to EMS.
- Must maintain all necessary licensing as an Advanced EMT (or higher) and ensure all EMS staff have appropriate licensing and certifications to continue providing emergency medical services. (The State of Wisconsin requires that all EMTs be free of criminal convictions in order to obtain and maintain licensure)
- Must have a valid, unencumbered Wisconsin driver's license.
- Must obtain and maintain Emergency Vehicle Operator Course (EVOC) certification.
- Working skill in computer applications including MS office suite and billing software.

Tools and Equipment used:

Must be proficient in the use of office equipment (such as computer, printer, telephone and other office equipment) and EMS equipment (such as LUCAS, ambulance, defibrillator, MDT and all other ambulance or EMS first/medical response equipment not mentioned).

Physical Demands:

When performing EMT training or if performing EMT duties, must have the ability to safely lift 100 pounds from floor to waist level (the weight of one end of an average stretcher/individual combination).

Work Environment:

When performing EMT training or if performing as an EMT or acting scene commander, must be able to move across a variety of terrain conditions and/or assume awkward positions in order to assist accident victims. Must be able to pass general strength and flexibility test. Work in weather conditions from extreme cold, wind, rain and heat or in areas after a disaster, accident, or dangerous environment where safety precaution is paramount. May occasionally handle, dispose or work with bio hazardous material like blood, bodily fluids, bodily waste and needles/sharps. May occasionally handle, dispose or administer medications.

Worker must be able to work under extreme pressure while making life and death decisions.

Must be able to stand or walk for extended periods of time. Driving an ambulance or riding in an ambulance at high speeds while performing tasks. Standing, walking, working and driving around or within moving traffic occasionally.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 15

The duties listed above 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.

The position description for the EMS Chief does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Approved by Public Safety Committee 12/02/15; revised by Public Safety Committee 07/06/22

Approved by Finance and Labor Relations Committee 12/02/15; revised by Finance and Labor Relations Committee 06/07/22, 07/07/22, and 07/14/26

Approved by Common Council 07/12/22