

POSITION: Assistant Chief - EMS
CODE: 0733
FLSA: Exempt



DEPARTMENT: Emergency Services
GRADE: 122N
DATE: 1/2021

POSITION SUMMARY:

Supervises the Division of Field Operations including the emergency medical services, hazardous materials, and fire safety inspection branches. Schedules staff to ensure adequate coverage; provide direct supervision to all Captains; directs the daily work of field operations, sets division goals and objectives; performs all other duties as assigned. Reports to the Deputy Director, and interfaces regularly with the Director. Directly supervises EMS Captains and Lieutenants.

ESSENTIAL DUTIES:

1. Manages the daily operations and activities of Emergency Medical Services, Hazardous Materials, and Safety Inspection;
2. Interfaces daily with local, state, federal, and private sector partners to ensure optimal service delivery in Cecil County
3. Maintain and update personnel duty schedule on a daily basis, including approving annual leave and shift exchange requests;
4. Directly supervise Captains;
5. Supervise central supplies and inventory for all career and volunteer departments and maintain database of all supplies used and issued to all departments;
6. Ensure all personnel in the field operations are fairly evaluated for their performance by a Supervisor;
7. Update and modify standard operating procedures and daily operations procedures;
8. Advise on the development and maintenance of quality management and quality assurance programs for the Division;
9. Ensure that County operations function within the statutory basis and guidelines of numerous State and local agencies;
10. Contribute to Departmental Strategic Planning efforts and maintain all Division Goals and Initiatives;
11. Interface regularly with other emergency agencies, other department employees, local and county officials, and the general public to coordinate activities and promote the vision and mission of the department
12. Perform all other duties as instructed and assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Management ability- Ability to supervise others
2. Proficient- Know practices and methods of EMS
3. Good oral and written communication and ability to speak in a group or public setting
4. Works well under stress
5. Knowledge of Cecil County Geography
6. Excellent organizational skills
7. Ability to bend, stoop, crawl, kneel, push/pull, climb, lift, and carry on uneven terrain and all weather conditions
8. Ability to fairly evaluate the work of others and to deliver consistent and constructive feedback
9. Prepare and understand statistics, analytical, and financial reports
10. Goal oriented- can establish goals and work towards them in a logical and strategic manner
11. Customer oriented- Excellent interpersonal skills that can be employed in counseling an employee or working with the public

EDUCATION AND EXPERIENCE:

Education: Associate's degree in emergency services, business administration or related field; Bachelor's degree preferred.

Experience: Two (2) years as a Captain, or comparable experience; Five (5) to Seven (7) years additional professional experience in the field of emergency services preferred; USFA Courses for Management or Equivalent Training

Equivalency: An equivalent combination of education and experience may be considered.

CERTIFICATES, LICENSES AND REGISTRATIONS:

1. National Registry of Emergency Medical Technicians - Paramedic
2. Maryland Institute for Emergency Medical Services Systems – Paramedic

3. Hazardous Materials Operations
 4. Valid Class C Drivers License
 5. Emergency Vehicle Operator Certification
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PROBATIONARY PERIOD:

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

CONDITIONS OF EMPLOYMENT:

1. Prior to appointment, employees are subject to pre-employment medical exam and drug testing, extensive background investigation, including but not limited to reference checking, and driving history, and an evaluation of training of experience.
 2. Employees in this classification are essential as defined by the County's Personnel Policies and Procedures Manual and are required to report to work during inclement weather or other designated emergencies.
 3. Maintenance of required licenses and certifications
 4. Potential for periodic random drug testing.
 5. Employees in this classification are required to work various shifts and overtime with little or no notice.
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PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work demands considerable heavy effort that is intense in nature, such as lifting heavy patients and performing CPR for an extended period of time. More than ordinary strength or endurance is required for these tasks. The work environment involves high risks with exposure to potentially dangerous situations which could possibly lead to emotional or psychological stress. The employee will be responding to calls for assistance, both night and day, in a variety of weather conditions including but not limited to heat, cold, high winds, thunderstorms, snow and ice. The employee might risk exposure to a variety of medical conditions that are transmittable by several routes, including but not limited to, direct contact and airborne means.

OTHER INFORMATION:

1. This is a full time, non-exempt position.
 2. Work performed seven (7) days a week, with varying shifts.
 3. Position is benefit eligible.
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The above job description is not intended, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.