



UNION COUNTY

DEPARTMENT OF

EMERGENCY SERVICES



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BRENT ALLEN
DIRECTOR

POSITION DESCRIPTION

Assistant Director Emergency Services

MAJOR PERFORMANCE RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Reports to the Emergency Services Director and is the primary responder to all major incidents in the county while on duty, including brush fires, structure fires, and traffic crashes; and EMS calls, including staffing an EMS unit when department is short staffed or overwhelmed by call load.
2. Assumes command of all multi-unit incidents in the County in the absence of the Director.
3. Will Coordinate and oversee Community Paramedicine program including response, training, patient enrollment, reporting and networking with county stakeholders of program.
4. Will work with Emergency Services Director and Medical Director to ensure best practice for community paramedicine program.
5. Will work with Emergency Services Director and Medical Director to maintain training and quality assurance programs for EMS department and staff.
6. Will provide on-call services, along with Director, for EMS department during nights and weekends.
7. Will work to ensure staffing minimums are maintained for the department at all times.
8. Will Coordinate with the Volunteer Fire Department ensuring stations and equipment are kept in working order, training requirements are met, and stations have needed operational supplies. Must be able to be a team player and possess servant leadership qualities in managing volunteer staff.
9. Work with Volunteer Fire Department to establish monthly training and operational meeting schedule for the Volunteer Fire Department.
10. Will identify and participate in public relations events and recruiting and retention activities to bring new recruits into the department.
11. Will coordinate with the Emergency Services Director to develop a yearly budget and identify capital needs and apply for and manage grant opportunities.
12. Perform other administrative and emergency response duties and responsibilities as assigned.

KNOWLEDGE, ABILITIES, SKILLS AND REQUIREMENTS

Must possess and demonstrate the ability to apply an in-depth knowledge of Basic Life Support and Advanced Life Support emergency medical treatment in the performance of providing emergency response upon request; the ability to apply advanced airway management skills to appropriately manage the airway; the ability to apply an in-depth knowledge of pharmacology relating to pre-hospital emergency medicine; the organizational skills sufficient to successfully manage an emergency scene in such a manner to reduce mortality/morbidity; the knowledge of the appropriate application of the most currently approved and/or accepted department patient care protocols; the knowledge of the appropriate application of the State of Florida Administrative Code 64-J or the most current State of Florida Administrative Code relating to Emergency Medical Services. Must be familiar with Federal and State laws, as well as current best practices, developments, and trends, pertaining to Fire Services.

Must possess the ability to perform a variety of firefighting and emergency rescue assignments; assess and treat patient's medical conditions; develop and present effective training programs appropriate to the intended audience; make appropriate plans and tactical decisions in remote rural volunteer fire department response situations; and evaluate work priorities and processes to determine their effectiveness and efficiency. Must be able to read, interpret, apply, and explain pertinent laws, statutes, codes, regulations, protocols, and standards, including administrative and departmental policies and procedures. Must have the ability to plan, prioritize, and organize work to meet schedules and timelines; prepare clear, concise, and accurate records and reports; establish and maintain effective working relationships with departmental personnel, other public safety agencies, the public, and others contacted in the course of work. Must be familiar with and have the ability to operate and maintain Fire and Emergency Medical Services equipment. Must have the ability to develop, maintain, and adapt a budget. Must be comfortable in grant writing and ability to identify potential funding sources for the department.

Must possess and maintain a valid Florida Driver's License with an applicable endorsement and maintain eligibility requirements and endorsement(s) to drive a County vehicle. Must maintain a valid state license as a Paramedic, a valid and current ACLS Certification, and a Firefighter II Certification. Must attain and maintain valid Cardiopulmonary Resuscitation (CPR), EVOC (Emergency Vehicle Operation Course) certifications (16 hours). Must be able to pass a pre-employment drug screen and FDLE background check.

WORK CONDITIONS AND PHYSICAL ENVIRONMENT

This position may require serious physical exertion and/ or muscular strain and the expected, daily physical activity associated with this position includes frequently reaching, turning, twisting, pulling, pushing, stepping, squatting, kneeling, and routine periods of standing for extended lengths of time. This position involves exposure to extreme heat and cold, rain, noise, strong odors, dust, pollen and possible toxic or caustic conditions on an extending and routine basis. Persons wishing to fill this position must be able to work at a desk for prolonged periods, in a moving vehicle, and to stand for prolonged periods. Must be able to lift up to 100lbs multiple times a day on uneven terrain.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgement in determined time, pace and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools, and/or materials requiring complex and/or rapid adjustments, or to assemble, combine, or process complex and/or sensitive materials.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgement to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgement, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

COMPENSATION AND SCHEDULE

Work hours will be a 40-hour administrative work week. Salary based on experience along with State Retirement, health insurance options, and great benefit package.

Union County is an Equal Opportunity Employer and gives Veteran's' Preference. Reasonable accommodations will be made for otherwise qualified individuals, in compliance with the Americans with Disabilities Act (ADA).