

WALKER COUNTY EMS
EMERGENCY MEDICAL SERVICES – PARAMEDIC DISTRICT CHIEF

- **SUMMARY OF POSITION:**

- The Paramedic District Chief will assist in the day-to-day operations of the department including facilitation of internal communication between field staff and command staff, outside agency interface, system status monitoring, facilitating short-term scheduling needs, reporting equipment and supply maintenance needs, as well as other operational support functions as assigned by the EMS Chief and Assistant EMS Chief.

- **FUNCTIONS, RESPONSIBILITIES & DUTIES:**

- The Paramedic District Chief is charged with the responsibility to maintain operating efficiency levels of assigned personnel, coordinate the use of manpower and equipment under his/her command; take proper action in all emergency situations; deal with personnel problems within his/her scope of command; maintain an effective level of performance.
- Supervises field personnel, coordinates manpower and insures readiness of personnel to EMS calls and MCI events.
- Assist in, and oversees patient care.
- Ensures prompt response to 911 calls and the provision of quality medical treatment and transportation to appropriate medical facilities
- Has the ability to operate an ambulance, and a wide range of life-saving / life supporting equipment, tools, medical instruments and supplies.
- Demonstrates safe and appropriate management, use and storage of narcotics per WCEMS, TDSHS and DEA requirements.
- Oversees station and unit duties, and works with the Logistics Coordinator for any maintenance or logistical needs.
- Has the ability to cover open shifts as a Paramedic on an ambulance as needed.
- May provide leadership, work assignments, evaluation, coaching, training, and guidance to others.
- Responsible for performance evaluations of field personnel. Will observe employees and provide feedback in the application of clinical and operational techniques and performance.
- Assist Command Staff with developing and implementing individual training plans and monitor employee performance.
- Receives, reviews, prepares and/or submits various documents including daily schedules, daily logs, vehicle maintenance logs, patient treatment and insurance records, supply requisitions, inventory lists, check sheets, incident reports, memos and correspondence and employee evaluations as requested by command staff.
- Participate in various program activities including hiring and selection processes, clinical and operational training, and documentation of employee performance
- Coordinate various program activities including public relations events and stand-by services.
- Maintain records and documentation as required by the department.
- Maintain a strong safety focus and follow safety standards and practices.
- Promoting and maintaining a harmonious working environment among employees/coworkers.
- Secondary duties may be assigned by the EMS Chief or Assistant Chief according to the needs of WCEMS and the capabilities of the District Chief.

- **WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:**

- Work involves occasional exposure to unpleasant working conditions or undesirable elements.
- May work in environments subject to extremes in temperature, inclement weather, and intermittent exposure to dust, fumes, and loud noise intensity at any given time.
- Maintain physical activity over prolonged periods of time including standing, walking, climbing stairs, kneeling and stooping in awkward positions and moving lifting heavy objects up to 120 pounds.
- Ability to don and effectively wear required personal protective equipment; including but not limited to respirators, protective eyewear, goggles, facemasks, boots, protective jackets and gloves. This includes complying with the Department uniform and facial hair requirements.
- Unimpaired mobility: Must be able to quickly respond to ambulance, must be able to access patients in difficult terrain, must be able to climb stairs, must be able to work in close and dangerous environments such as damaged vehicles, must be able with partner to carry equipment and patients weighing up to 180 pounds.
- Physical Abilities: Must be able to perform strenuous physical requirements such as CPR, lifting and moving of equipment and patients in a variety of environmental conditions.
- Fine Motor Skills: Must be able to perform required medical skills and techniques, such as bandaging, splinting, IV access, basic and advanced airway management techniques, and defibrillation.
- Vision: Must have correctable vision acceptable for day and night operation of emergency vehicles, must have color acuity adequate for determination of skin and blood color, must be able to read medication dosages on drug labels and syringes.
- Hearing: Must be able to hear and understand information provided by patients, family or bystanders; must be able to hear breath sounds and accurately determine auscultated blood pressures; must be able to differentiate separate conversations in active, distracting environments; must be able to hear and understand radio traffic when responding with lights and sirens.
- Speech: Must be able to speak and enunciate clearly and at a level audible to others in loud conditions, must be able to speak clearly in stressful situations, must be able to verbally communicate with patients, families and other emergency personnel.

- **REQUIRED QUALIFICATIONS:**

- Meet all qualifications for the position of Paramedic with Walker County EMS.
- Current TDSHS EMT-P certification.
- 2 years of Paramedic In-Charge field experience or other comparable leadership experience within the department.
- Demonstrate thorough knowledge and proficient skills at the EMT-P level.
- Demonstrate good judgment and decision-making.
- Demonstrate good oral and written communicative skills.
- Demonstrate good demeanor with the public and co-workers.
- Demonstrate good leadership and supervisory skills.
- Acts at all times in a professional manner and shall be able to handle conflict situations with good judgment.
- Treats patients, public and other healthcare providers and public safety personnel with respect and dignity.

- **REQUIRED CERTIFICATES & LICENSES:**

- Current TDSHS certification as an EMT-P, with no restrictions.
- Current ACLS, PALS or EPC, PHTLS, ICS 100,200,700,800 or ability to obtain within 90 days.
- Must obtain ICS 300 & 400 within 1 year of hire, as class availability permits.
- Must have a valid Texas driver's license.

- **DESIRABLE EXPERIENCE & TRAINING:**

- Higher education in EMS management or related fields such as health, business or public administration.
- Previous EMS Field Supervisor or Field Training Officer experience.
- ACLS, BLS, PALS, NAEMT, Texas EMS Instructor, or similar certifications with teaching experience.
- Demonstrate thorough understanding of compliance with TDSHS policies, and procedures.
- Have a working knowledge of IT skills.

All applicants must successfully complete and meet the following:

- Must submit a completed Walker County employment application, resume and a formal letter of intent to HR.
- Must be subjected to, and pass a background check, if NOT a current employee.
- Must successfully pass a drug screen and physical.
- Must sit for an interview with the Medical Director and EMS Chief.

Pay Group: 116

- **\$69,959 - \$82,322**