

WALKER COUNTY
EMERGENCY MEDICAL SERVICES –ASSISTANT CHIEF OF EMS

- **SUMMARY OF POSITION:**

- Operates under the direction of the EMS Chief to oversee the daily EMS operations and provide supervisory support within the department in accordance with Federal, State, and County laws, regulations, policies and procedures.

- **FUNCTIONS, RESPONSIBILITIES & DUTIES:**

- Assistant EMS Chief is responsible for the administration of emergency medical care to the sick and injured.
- May oversee operational and clinical training sessions, including Field Training programs.
- Provides education and guidance to staff on performance improvement.
- Ensures staff meet the certification and training requirements of both Texas DSHS, and the agency, while also maintaining records of training.
- In coordination with EMS Medical Director and EMS Chief, will effectively coordinate and assess clinical performance of personnel.
- Maintains an active and good working relationship with area first responder organizations, fire departments and law enforcement, as well as other ancillary services.
- Assists EMS Chief in developing and controlling the annual budget.
- Will assist in planning, developing, revising and implementing policies, procedures and guidelines pertinent to the operations of the department.
- Demonstrates leadership, effectively manages conflict, promotes professional growth and inspires the development of a highly effective team.
- Promoting and maintaining a harmonious working environment among employees/coworkers.
- Directly oversees the EMS District Chief positions.
- Represents Walker County EMS at various local and state level functions as assigned.
- Extrapolate data from statistics to show strengths and weaknesses of the County's current EMS System.
- Must be knowledgeable of the geographical area serviced by the agency as well as an understanding of the regional healthcare system.
- May be temporarily reassigned to working EMS shift (based upon operational need) in the absence of a the scheduled EMS District Chief.
- Assumes duties of the EMS Chief in his/her absence.

- **WORK ENVIRONMENT:**

- The work environment involves the everyday risks or discomforts, which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.
- 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, and 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:**

- High school diploma or equivalent.
- Currently certified or licensed as a TDSHS EMS provider.
- Five years field experience on an MICU unit as a Paramedic In-Charge, Field Supervisor Experience, or comparable experience in a related healthcare field.
- Demonstrate thorough knowledge of WCEMS Policies and Clinical guidelines.
- Demonstrate familiarity with general business practices such as accounting, purchasing, collections, and personnel management.
- 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.
- Additional professional certifications/licenses must be valid and in good standing with the licensing entity.
- Applicants who hold a professional certification in a field other than EMS will be required to obtain a paramedic certification within 18 months of their hire date as a condition of continued employment.
- Applicants who hold a TDSHS certification, less than a Paramedic certification, will be required to obtain a paramedic certification within 18 months of their hire date as a condition of continued employment.
- 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, or as class availability permits.
- Must have a valid Texas driver's license.

- **DESIRABLE EXPERIENCE & TRAINING:**

- Higher education and experience in EMS management or related fields such as health, business or public administration.
- Previous EMS Field Supervisor, Field Training Officer, or relevant personnel management and training experience.
- ACLS, BLS, PALS, NAEMT, Texas EMS Instructor/Coordinator, or similar certifications, with instructor certifications and teaching experience.
- Advanced certifications such as RN, FP-C, CCPC, or CFRN.
- Advanced college degree.
- Demonstrate thorough understanding of compliance with TDSHS policies, and procedures.

- Experience with fleet management, personnel management, public relations and community outreach and education.
- 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, references and a formal letter of intent to Walker County HR Department.
 - 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 at a minimum.

Pay Group: 118

- **\$76,999 - \$96,869**

REVISION DATE 03/30/2025

DEPARTMENT: Walker County EMS