

Ambulance Service Director

FLSA Status: *Exempt*

General Definition of Work

Performs difficult professional work planning, organizing and directing emergency medical services, planning in-service training programs, providing technical assistance, preparing and maintaining files and records, preparing reports, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Ambulance Service Board of Directors. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Plans, organizes, implements and enforces policies and procedures.

Directs and coordinates agency response to life and limb threatening emergencies; analyzes agency response and methods to increase efficiency and effectiveness in the delivery of services.

Evaluates service delivery by quality improvement reviews of calls; reviews written patient care reports for compliance with standing orders, on-line medical control, state regulations, federal laws and regulations, and agency policy and procedures; recommends changes and implements new policy, procedures and guidelines.

Oversees the development and implementation of in-service training programs.

Prepares and administers department annual operating and capital budgets.

Responds to major incidents; observes department employees performance.

Supervises personnel through monitoring radio communications, inspections, quality improvement reviews, reports analysis and on scene management of incidents; conducts performance evaluations, setting and monitoring goals for continuous improvement of personnel performance.

Tests, interviews and selects new employees and current employees for promotion, demotion, and discharge.

Knowledge, Skills and Abilities

The ability to successfully manage personnel and operations of a local emergency medical services organization. Experience with budgeting, personnel management, planning and directing staff; ability to oversee the work of crew members providing basic life support services; ability to understand and follow oral and written instructions; ability to keep records and prepare reports; ability to establish and maintain effective working relationships with Board members, associates, physicians, patients and their families, other emergency service agencies and the general public.

Preferred - Thorough knowledge of emergency medical services administration, practices and procedures; thorough knowledge of laws and regulations pertaining to emergency medical and 911 services; thorough knowledge of the principles of anatomy and physiology; thorough knowledge of the principles and techniques of emergency care, including diagnosis, proper treatment and transportation; thorough knowledge of equipment and supplies employed in the emergency care of patients and victims of accidents; thorough knowledge of the street and road system and physical layout of the City; skill in diagnosing a victim's condition and applying emergency medical care.

Education and Experience

Preferred- Associates/Technical degree with coursework in emergency medical services, or related field and extensive experience in emergency medical services including considerable supervisory experience, or equivalent combination of education and experience.

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Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires using hands to finger, handle or feel and reaching with hands and arms, frequently requires sitting, speaking or hearing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires standing, walking, climbing or balancing, tasting or smelling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Preferred- possession of EMT-Paramedic and EVOC certifications; possession of or ability acquire ACLS, PALS, NALS, and ITLS certifications within one year of employment.

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.