

## **Tri-Town EMS**

### **Full Time Assistant Director Job Description**

**General Position Description:** The Assistant Director shall assist the Director with performing and overseeing delegated tasks that are essential for the effective management of service. The Assistant Director shall assume command of the service in the anticipated and unanticipated absence of the Director. Additionally they are required to be clinically proficient at their current license level and be able to affectively mentor existing employees, new hires and students to ensure the clinical standards of the service are maintained.

**Pay Scale:** Town of Pembroke Wage Schedule Grade 16, Non-Exempt Employee.

**Supervision Received:** Generally shall work with minimal supervision from the Director, and as such they must be able to work with little to no supervision while still achieving the desired objectives. The Assistant Director shall be expected to receive work instructions from the Director and utilize sound judgment to complete the assigned tasks. On rare occasions the Assistant Director may receive work directives from the Chairman of Tri-Town EMS' Board of Directors and may in these instances operate independent of the Director.

**Hiring Authority:** The Assistant Director shall be hired and may be removed, by the Tri-Town EMS Board of Directors.

**Supervision Exercised:** Shall have authority over elements of the service that are specifically delegated to the Assistant Director with report responsibility to the Director. In the absence of the Director, shall assume EMS command of any large scale event within the jurisdiction of Tri-Town EMS. Shall have the authority to direct on-duty service employees to assist in the completion of assigned tasks.

**Duties and Responsibilities:** Except as specifically noted, the following functions are considered essential to this position. The following is indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

1. All Duties and Responsibilities listed in the Job Description for a "*Full Time Paramedic*".
2. Lead by example, demonstrate the adherence to the "Service Behaviors" to the service's staff.
3. Provide guidance to other employees.
4. Issue disciplinary action, up to and including suspensions.
5. Perform and where applicable, complete assigned tasks with little oversight and in an acceptable manner.
6. Assume EMS command of large scale events, multi-EMS unit incidents and other incidents where an EMS command presence is required within Tri-Town EMS' jurisdiction.
7. When delegated to do so, represent the interests of Tri-Town EMS with other agencies and departments, to include but not limited to, the Service's resource hospital, other receiving facilities, Concord Fire Alarm, local police and fire departments and the public.
8. Be current with all facets of the service and meet regularly with the Service Director
9. Attend at least 50% of the Tri-Town EMS Board of Director Meetings within a calendar year
10. Make recommendations for improvement and budgetary items.
11. Act in the best interest of the Community and the Service.
12. Identify problems and develop reasonable solutions to the problems.
13. Perform other related duties as required.

#### **Other Training, Skills and Experience Requirements:**

- A minimum of ten (10) years' experience in Emergency Medical Services (EMS)
- A minimum of two (2) years' experience in management or similar role, preferably in EMS.
- Ability to learn and perform a variety of EMS skills applicable to the Paramedic License Level as defined by NH EMS.
- Ability to follow and give, written and verbal instructions.
- Ability to assume control of the service with little or no notice.
- Ability to work under physically and emotionally stressful situations.
- Ability to establish effective working relationships with supervisors, peers, general public and other Town agencies.

- Ability to employ sound leadership practices.
- Ability to lead others and make command decisions under pressure.
- Ability to represent the needs and suggestions of the work force to the Director and/or Assistant Director
- Ability to communicate effectively with the general public and other members of the department both verbally and in writing.
- Any equivalent combination of education and experience, which demonstrates the required knowledge, skills, and abilities.
- Medical screening /examination is required.
- Immunization such as Hep-B may be required.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skill and availability.

**License/Certification Requirements:**

- Must be certified and licensed to Paramedic.
- High school diploma or G.E.D.
- Associates degree or higher preferred.
- Must successfully complete all required items for employment with the Town of Pembroke.
- ICS 100, ICS 200, ICS 700, ICS 800
- ICS 300 & ICS 400 within two (2) years of Hire Date for the Position.
- Background investigation (no conviction for any crime).
- No conviction for major motor vehicle violations.
- No history of frequent motor vehicle violations of any kind.
- Must submit to periodic, random drug-testing.

**Physical Activity Requirements**

**COGNITIVE and SENSORY REQUIREMENTS**

Talk: Necessary.  
 Hear: Necessary.  
 Sight: Meet NFPA 1582 Standard.  
 Smell: Necessary.

**PRIMARY PHYSICAL REQUIREMENTS**

**LIFTING:**

Lift up to 10 lbs: Regularly required.  
 Lift 11 – 25 lbs: Regularly required.  
 Lift 26 – 50 lbs: Regularly required.  
 Lift over 50 lbs: Regularly required.  
 Lift up to 200lbs as a team Regularly required.

**CARRYING:**

Carry up to 10 lbs: Regularly required.  
 Carry 11 – 25 lbs: Regularly required.  
 Carry 26 – 50 lbs: Regularly required.  
 Carry over 50 lbs: Regularly required.

**REACHING:**

Reach above shoulder height: Regularly required.  
 Reach at shoulder height: Regularly required.  
 Reach below shoulder height: Regularly required.

**HAND MANIPULATION:**

Grasping: Regularly required.  
 Handling: Regularly required.  
 Torquing: Regularly required.  
 Fingering: Regularly required.  
 Controls & Equipment: Regularly required.

**OTHER PHYSICAL CONSIDERATIONS:**

Twist: Regularly required.  
 Bend: Regularly required.  
 Crawl: Rarely required.  
 Squat: Regularly required.  
 Kneel: Regularly required.  
 Crouch: Regularly required.  
 Climb: Rarely required.  
 Balance: Regularly required.

**WORK SURFACES:**

Desks, floors, uneven surfaces, sloped surfaces, snow, ice, grass, pavement, vehicle interiors and exteriors, structures and structural components.

**DURING A TEN HOUR DAY, THE EMPLOYEE IS REQUIRED TO:**

Sit: Five consecutive hours, up to a total of ten hours.  
 Stand: Five consecutive hours, up to a total of ten hours.  
 Walk: Five consecutive hours, up to a total of ten

**Summary of Occupational Exposures:**

- Extended periods of exposure to sunlight, wind, snow, rain, and extreme temperature. Exposure to hazardous materials, fuels, lubricants, solvents and fluids.
- May be exposed to solid waste components, herbicides, pesticides, paints, solvents, hydraulic fluids, and fertilizers.
- May be exposed to long periods of sunlight and unfavorable climatic conditions.
- May be exposed to poison ivy, oak or sumac, and insects such as wasps, hornets, bees, etc.
- Blood borne pathogens: Category 1 (Some emergency procedures may entail Category 1 exposure risks)

**Schedule:**

- Shall be scheduled for at least 37.5 hours a week or more, based on the operational needs of the service. Typically the Assistant Director will not be scheduled during the same time period as the Director.
- Shall be scheduled for at least 30 hours a week on an ambulance. Off-Line time must be coordinated and approved by the Director.
- At the Director's discretion, shall be required to be present when any town, within Tri-Town EMS' jurisdiction staffs their Emergency Operation's Center.
- At the Director's discretion, shall be required to be present for disaster drills, emergency preparedness meetings and trainings and any other events that involve local or regional emergency preparedness.
- Shall be subject to force overtime and forced call back to staff an additional ambulance when deemed necessary by the Director, or at the request of the Director of Emergency Preparedness, Town Administrator(s), Police Chief (s) or Fire Chief(s) of any town within Tri-Town's jurisdiction.
- Shall be subject to forced overtime and forced call back based on the operational needs of the service.
- Required to attend a minimum of 24 hours every two years of continuing education for Paramedics and any other training requirements as dictated by NREMT/State of NH Bureau of EMS.

**Date of Creation:** 1/28/15

**Revised Date:**

**Created by:** Christopher Gamache-Director

**Revised by:**

**Employee Name:**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*The statements in this document are intended to describe the general nature and level of work performed by individuals assigned to this classification. They are not intended to be construed as an exhaustive list or all responsibilities, duties and skills required of personnel so classified. This document in no way constitutes a contract of employment.*