

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2020-086**

BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with concurrence of the Resources and Community Support Committee, to approve revisions to the following job description within EMS:

1. Emergency Medical Services Director
2. Emergency Medical Services Deputy Director

BE IT FURTHER RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee to approve submittal for hazardous duty retirement status for the following positions within the EMS Department:

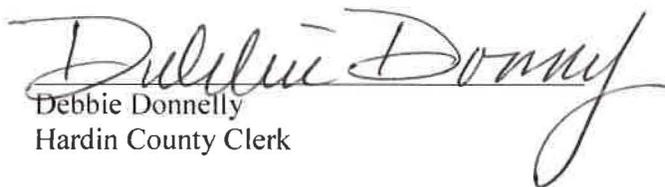
1. Emergency Medical Services Director
2. Emergency Medical Services Deputy Director

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 9 June2020.



Harry L. Berry
Hardin County Judge/Executive

ATTEST:



Debbie Donnelly
Hardin County Clerk

Hardin County Government

Job Description

Hazardous

Emergency Medical Services Director

Pay Grade 22

STATUS	
Date: June 9, 2020	Department: EMS
FLSA Status: Exempt	Reporting Authority: County Emergency Services Officer
Supervisory Responsibility: EMS Deputy Director, Business Specialist	

Job Summary

Under the direction of the reporting authority, this position oversees the daily operations of the HCEMS and facilitates the delivery of emergency care to the ill and injured. The nature of the work requires extensive decision-making abilities under pressure and also requires a calm professional demeanor. The HCEMS is a 24-hour response service with multiple stations

Major Essential Duties

- Supervises the Hardin County EMS program with the goal of providing Hardin County with the most efficient EMS system possible while maintaining the highest level of care
- Ensures all requirements of the Kentucky Board of EMS and local protocols established by the medical director are maintained
- Assists with the development and training of emergency medical service personnel to ensure they are kept informed of changes in procedures or protocols
- Ensures the compliance of privacy and personnel policies and regulations
- Reviews patient care and other operational reports for completeness and appropriateness of medical care according to protocols in conjunction with the medical director
- Responds to emergency incidents within Hardin County and serves as the medical incident commander
- Assists EMS personnel at emergency incidents
- Assists in the coordination of EMS activities with other public safety and public health agencies when involved in community wide emergency incidents
- Fulfills the duties of a paramedic as needed
- Maintains an open line of communication with employees, and the reporting authority
Prepares the annual department budget according to the daily budget analysis
- Assists in maintaining the financial stability of the EMS service

Minor Essential Duties

- Accurately records and processes employee time sheets on a bi-weekly basis
- Delegates daily activities to others in the chain of command
- Assist in contract negotiations
- Will maintain a good working relationship with billing contractors

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Two years or more of management in the field of emergency services
- An Associate degree is strongly preferred

Language Skills

- Ability to read, analyze and interpret policies, procedures, professional publications, and governmental regulations, financial reports, and legal documents
- Ability to respond to sensitive inquiries and complaints from regulatory agencies, business community members, and suppliers of goods and services
- Ability to write reports, bid proposals, contracts, business correspondence, and policy and procedure documents
- Ability to make presentations on complex topics to employees, business committee members, elected officials or other members of government
- Ability to display strong oral, written and listening skills
- Ability to write speeches, articles and publications when necessary
- Ability to handle sensitive issues

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals
- Ability to compute ratio and percent, and to draw and interpret graphs
- Ability to apply concepts of algebra and statistics as needed

Reasoning Ability

- Solves practical problems while dealing with several abstract and concrete variables
- Interprets an extensive variety of complex technical and instructional material
- Makes reasonable and logical conclusions from information which may be conflicting or disjointed
- Makes decisions which serve the County's best interest and impact the areas over which authority is exerted

Certificates, Licenses, Registrations

- Must possess and maintain licensure as a Paramedic by the Kentucky Board of EMS
- Must possess and maintain a valid Kentucky Driver’s License
- Must obtain and maintain other certifications and credentials as required by the EMS Department
- Must maintain training and certifications as required by KY OSHA
- Must maintain training and certifications as required by the Federal Emergency Management Agency (FEMA)
- Must obtain and maintain certification in Hazardous Materials (Operational Level) within one (1) year following placement

Other Knowledge and/or Skills

- Display mature judgment, courtesy, and tact in dealing with the public, elected officials and government employees
- Possess the following necessary knowledge, skills, and abilities to:
 - Operate complex communications equipment
 - Operate computers
 - Operate basic and advanced life and support and rescue equipment

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

The employee must maintain physical ability to perform the job as required or determined by a periodic physical exam. This policy will not infringe on rights provided by the Americans with Disabilities Act (ADA)

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3 of regular work day)

Sit
Talk or hear
Use hands to type, handle paper, etc.
Reach with hands and arms
Lift and carry a minimum of 25 pounds
Squat and bend

Occasionally (under 1/3 of regular work day)

Stand or walk
See list in Work Environment Section
Walk over rugged, uneven terrain
Drive an emergency vehicle

Vision requirements include close, distance, color, and peripheral vision, depth perception and the ability to adjust focus. This allows the individual the ability to differentiate the color of liquids and smoke

Work Environment

The work environments described in the preceding paragraphs represents those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is low to moderate.

Considerable health and physical strength requirements are necessary. Though safety and risk management measures are implemented wherever possible, there remain numerous unavoidable aspects of this position, which may place the individual at risk of personal harm or illness resulting from performance of his/her duties. Situations which may result in such personal harm or illness included but are not limited to:

- Driving an emergency vehicle using lights and sirens
- Exposure to hostile or combative patients and other individuals
- Response to violent crime scenes
- Response to accidents involving hazardous chemical spills
- Exposure to communicable diseases
- Danger from moving traffic at highway/roadway accidents
- Response to environments including those involving chemical, radiological, biological or explosive hazards
- Exposure to dirty needle sticks and medical waste
- Performance of certain high-risk procedures in the delivery of advanced life support
- Temperature level will vary from extreme cold to extreme heat

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county's best interests
- Must adhere to the applicable provisions of the Department Rules, Regulations, Protocols and Standard Operating Guidelines, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, the Kentucky Administrative Regulations, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must maintain confidentiality
- Must have personal integrity and remain free of felony convictions
- Must be neat in appearance
- Must be 21 years or older

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: June 9, 2020



Harry L. Berry
Hardin County Judge/Executive

Hardin County Government

Job Description

Hazardous

Emergency Medical Services Deputy Director

Pay Grade 20

STATUS	
Date: June 9, 2020	Department: EMS
FLSA Status: Exempt	Reports To: EMS Director
Supervisory Responsibility: Paramedic - Shift Supervisors Assumes the authority and responsibility of the department in the absence of the EMS Director.	

Job Summary

Under limited supervision will supervise the daily operations of the EMS Department and provide emergency care to the ill and injured. Will serve as a backup to the regular duty shifts or assist the regular duty shifts when they are overextended. The nature of the work requires extensive decision-making abilities under pressure and requires a calm professional demeanor. The HCEMS is a 24-hour response service with multiple stations

Major Essential Duties

- Responds to emergency incidents within Hardin County and serves as the medical incident commander in the absence of the director or as his/her designee
- Assists EMS personnel at emergency incidents on a daily basis
- Assists in the coordination of EMS activities with other public safety and public health agencies when involved in community wide emergency incidents
- Fulfills the duties of a paramedic as needed
- Supervises employee conduct, dress, attitude, and job performance
- Disciplines employees as necessary
- Oversees the maintenance and repair of vehicles and equipment
- Oversees bidding and purchasing of vehicles and medical equipment
- Investigates complaints as assigned
- Assists in the employment selection process for department staff
- Assists with the development of the annual department budget preparation

Minor Essential Duties

- Maintains inventory of supplies to ensure sufficient stock is on hand
- Ensures the completion of the daily work schedule for all ambulance personnel
- Approves work schedule changes in coordination with EMS supervisors

- Develops and conducts educational and training programs for department personnel and area public safety agencies
- Assists in data collection activities
- Assists in the development of departmental long-term planning

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Two years or more of management in the field of emergency services
- An Associate degree is preferred

Language Skills

- Ability to read, analyze and interpret policies, procedures, professional publications, and governmental regulations, financial reports, and legal documents
- Ability to respond to sensitive inquiries and complaints from regulatory agencies, business community members, and suppliers of goods and services
- Ability to write reports, bid proposals, contracts, business correspondence, and policy and procedure documents
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Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals
- Ability to compute ratio and percent, and to draw and interpret graphs
- Ability to apply concepts of algebra and statistics as needed

Reasoning Ability

- Solves practical problems while dealing with several abstract and concrete variables
- Interprets an extensive variety of complex technical and instructional material
- Makes reasonable and logical conclusions from information which may be conflicting or disjointed
- Makes decisions in the best interest of the patient
- Makes decisions which serve the county's best interest and impact the areas over which authority is exerted

Certificates, Licenses, Registrations

- Must possess and maintain licensure as a Paramedic by the Kentucky Board of EMS
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Other Knowledge and/or Skills

- Display mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees
- Possess the following necessary knowledge, skills, and abilities to:
 - Operate basic and advanced life support and rescue equipment
 - Operate complex communications equipment
 - Operate computers

Physical Demands

The physical demands described represent those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

The employee must maintain physical ability to perform the job as required or determined by a periodic physical exam. This policy will not infringe on rights provided by the Americans with Disabilities Act (ADA)

While performing job duties, the employee could reasonably be expected to:

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Squat and bend

Occasionally (under 1/3 of regular work day)

Stand or walk
See list in work environment section below
Drive an emergency vehicle
Walk over rugged, uneven terrain

Vision requirements include close, distance, color, and peripheral vision; depth perception and the ability to adjust focus. This allows the individual the ability to differentiate skin colors and tones, and the color of liquids and smoke

Work Environment

The work environments described in the preceding paragraphs represents those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is moderate to high.

Considerable health and physical strength requirements are necessary. Though safety and risk management measures are implemented wherever possible, there remain numerous unavoidable aspects of this position which may place the individual at risk of personal harm or illness resulting from performance of his/her duties. Situations which may result in such personal harm or illness include but are not limited to:

- Driving an emergency vehicle using lights and sirens
- Exposure to hostile or combative patients and other individuals
- Response to violent crime scenes
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