



Culver Town Hall, 200 East Washington, Culver

## **Town of Culver Full-Time EMS Director**

*This job description does not constitute an employment agreement between the employer and the employee, and it is subject to change as the needs of the employer and requirements of the job evolve. The essential functions listed are intended only as illustrations of the diverse types of work that may be necessary. The omission of specific duties does not exclude them from the position if the work is related to EMS.*

### **Job Description:**

The Emergency Medical Services Director manages and administers Culver Union Township Ambulance Service for the Town of Culver. This full-time position is responsible for planning, organizing, and evaluating the department's work and possesses all the necessary skills, abilities, licenses, and certifications to fulfill the requirements of the position. This individual is responsible for the occupational health and safety of EMS employees and the safe delivery of patients, all in compliance with local, state, and federal mandates, ordinances, rules, and laws. The ability to adapt to, and to exercise independent judgement during unusual and often stressful emergency conditions is essential. The Town Council and Town Manager expect the EMS Director to maintain medical ethics, professionalism, and to maintain fiscal responsibility.

### **Position Details:**

- Full-time position requiring a minimum of 84 hours and 7 shifts a pay period.
- Administration coincides with ambulance-shift responsibility.
- Position includes dental, health, vision, and life insurance coverage as well as vacation, holiday, and sick pay.

### **Qualifications:**

- State of Indiana Licensed Paramedic or EMT.
- American Heart Association Healthcare Provider Certificate (CPR).
- American Heart Association ACLS Certificate (Paramedic Only).
- American Heart Association PALS Certificate (Paramedic Only).
- NIMS 100, 200, 300, 400, 700, and 800
- Proficient in MS Word, Excel, PowerPoint, Teams, and Outlook.
- Minimum of 5 years of Management Experience in Public Safety.

## **Responsibilities:**

### **Personnel-**

- Lead person in the chain of command of the department personnel.
- Document employee disciplinary issues and communicate these events to the Town Manager and Council.
- Responsible for EMS interviewing and vetting during hiring as well as providing recommendations to the Town Manager and Council.
- Recommend to the Town Manager and Council employee termination if the disciplinary process warrants.
- Oversees the annual employee evaluations and provides copies of these evaluations to Town Manager.
- Making sure FTO (field training officer) is providing education.
- New employee orientation.

### **Logistics-**

- Advanced knowledge and understanding of SOGs (standard operating guidelines). Along with the implementation of new SOG's.
- Professional working knowledge and communication with other County Public Safety Agencies.
- Clear understanding of districts and locations within the town and county.
- Understand and know the functions of our billing provider and protocol for sending charts to various medical and nonmedical stakeholders.
- Understand MOUs (Memorandum of Understanding) and Contracts.
- Know and understand the budgetary process and short/long-term asset allocation.
- Know and understand reporting requirements for patients as well as staff.
- Provide the State EMS Commission Daily Run Reports.
- Maintain all required certifications (provider, ambulance, and staff) and renew provider and ambulance certifications as required.
- From time to time and as the job allows participate in State EMS Commission Meetings and District 2 Meetings as well. Giving us a voice at the regional and state level.
- Know and understand how the Town's various communication networks work.
- Know and understand the need for mental health awareness and be able to identify and provide the resources.
- If implemented, know, and understand the requirements for Narcotic Handling and Discarding within the rules and regulations set forth by the Indiana Board of Pharmacy and the DEA.

**Availability-**

- Actively monitoring day-to-day calls and status. This can be done with a variety of tools we have and use.
- Respond within the ability to large and small-scale events.
- Be able to augment potential high call-volume shifts with command and control.
- Be available for all crew to contact you 24/7 if needed or provide them with a designated employee-in-charge when you are unavailable.

**Equipment Maintenance and Purchase-**

- Be able to troubleshoot and fix minor issues with all the equipment.
- Know and understand all the equipment we use the proper way.
- Listen to staff on equipment needs and try to evolve the current equipment with growing trends or needs in EMS.
- Just like equipment knows the inner workings of the ambulances.
- Read, understand, and develop the ambulance bidding specifications.
- Get to know and work with the ambulance vendors.
- Monitor and schedule repairs on the cots, Lucas' and monitors.
- Know and understand the Lifenet System.
- Maintain a proper stock of replacement parts frequently used.
- Know and understand how to configure and connect the monitors to the rig modem along with configuring the modem and monitor when changes happen.
- Know and understand the configuration with the monitors and ImageTrend to ensure changes are updated. Plus know the limits of the period of uploading monitor info to the Physio Cloud.

**Data and Reports-**

- Oversee scheduling and enter payroll within the times given.
- Generate monthly reports to Town Manager, Council, and Township Trustee.
- Maintain ImageTrend and various county, state, and federal data resources.

## APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Plymouth provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship

The job description for the position of Human Resource Manager for the City of Plymouth describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Please Circle One Response:    Yes                      No

Applicant/Employee Signature: \_\_\_\_\_

Print or Type Name: \_\_\_\_\_

Date of Signature: \_\_\_\_\_