

CITY OF BERLIN  
POSITION DESCRIPTION  
FOR  
**EMERGENCY MEDICAL SERVICES DIRECTOR**

<b>DEPARTMENT:</b>	Public Safety
<b>DIVISION:</b>	Ambulance Service - EMS
<b>SUPERVISORS:</b>	City Clerk/Administrator
<b>SHIFT/HOURS:</b>	24/7 via pager, as needed including weekends, nights and holidays
<b>CATEGORY:</b>	One (1)
<b>SALARY SCALE:</b>	Exempt Salaried Position – Salary per GOVHR Salary Schedule

### **JOB SUMMARY**

The EMS Director is a managerial position that oversees, directs and manages the Emergency Medical Services (EMS) for the City of Berlin. The Director is responsible for ensuring that the City of Berlin EMS continually provides consistent, prompt, professional and effective emergency medical services to its service area. The Director supervises and coordinates the daily operations and personnel of the EMS organization. This position may require working weekends, nights and or holidays as needed to benefit the Berlin EMS. The Director must have a minimum of 5 years supervisory/administrative experience as well as hold a current Driver's License & Paramedic license with the State of Wisconsin with 5 years of paramedic experience.

### **ESSENTIAL JOB FUNCTIONS**

1. Responsible to the city for the efficiency and general good conduct of the ambulance service and ambulance personnel.
2. Responsible for all property and equipment belonging to the ambulance service.
3. Shall be available 24 hours a day, 7 days a week via pager. In his absence, he will ensure that the assistant director or the Directors appointee is left in charge.
4. Responsible for submitting an annual budget and following the approved annual budget during the fiscal year.
5. Conduct regular meetings for the management team and monthly business/training meetings for Berlin EMS personnel.
6. Review QI/QA reports from the resource managers for the purpose of quality improvement in conjunction with the medical director.
7. Regularly meet and communicate with City Clerk, City Council or its agent as needed.
8. Maintain communication with other emergency and ancillary services in the community and county as well as participate in Fox Valley Regional Trauma

- Advisory Committee and any other regional or state organizations which would benefit Berlin EMS.
9. Develop, maintain and implement all policies and procedures to be followed by EMS Personnel.
  10. Oversee procurement of all EMS related purchases, along with timely processing all invoices and providing receipts for every purchase.
  11. Accurate processing and submission of biweekly EMS payroll to the City Clerk.
  12. Ensure ambulance billing service receives all pertinent and accurate run and patient data timely and ensure that proper and timely billing practices and procedures are followed by the billing service.
  13. Fill unassigned shifts as needed to make sure 24/7 coverage. This may require working weekends and holidays as necessary.
  14. Seek additional funding for City of Berlin EMS through grant application opportunities.
  15. Positively promote Berlin EMS within the community, provide educational programs and speaking engagements.
  16. Maintain residency within 15 miles of the City of Berlin.
  17. Maintain Compliance with Wisconsin Statute 256 and Administrative DHS 110. This includes ensuring all elements of the EMS operation plan are kept current, the organization's State licensing, E-Licensing, and EMS personnel licensing and credentialing are current.
  18. Any other duties as assigned or necessary for the service.

## **BEHAVIOR AND ATTITUDE**

The mission philosophy of Berlin Emergency Medical Service requires this position to be performed in both a professional and personable manner. The manner in which the employee relates to fellow employees and patients is considered equal in importance to technical knowledge and ability. Respect and consideration given to the dignity of each patient and fellow employees is a requisite of successful job performance. In addition, confidentiality of the City's business must be maintained and all HIPPA law requirements adhered to.

## **PHYSICAL & OTHER DEMANDS**

1. Ability to occasionally lift and carry heavy objects of 20-50 lbs.
2. Ability to sit continuously for long periods of time, and occasionally reach above shoulders and bend.
3. While performing the duties of this job, the employee is frequently required to talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to stand and walk.

4. Eye-hand coordination is necessary to operate various pieces of equipment.
5. Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 lbs.) items.
6. For the majority of tasks the work is performed in a controlled office environment. There are however exposures to adverse environmental conditions during emergency activities.
7. Requires color, sound, odor, depth, texture, and visual perception and discrimination and the ability to communicate effectively in oral and written form.