

## Job Description

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**Job Title:** Battalion Chief – Operations

**Job Code:** 905003

**Job Family:** Public Safety

**Pay Grade:** ES.18.19

**FLSA:** Exempt

**EEO:** Technicians

**Department/Agency:** Med-Act

**Position Number(s):** Multiple

**Recommended Position Title(s):** Battalion Chief – Operations

**The following Core Competencies apply to everyone and are essential to all County jobs:**

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

**The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:**

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources; utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

**Essential Duties:**

- Ensures and promotes quality emergency medical services; responds to complex medical emergencies, monitors performance on call scenes; performs incident command roles; supports special operations deployments; assists in planning and participates in command staff roles for large scale events; coordinates care by collaborating with management staff from other agencies.
- Leads and directs the battalion; communicates effectively with the battalion and other fire, police and county ancillary agencies; schedules and ensures personnel readiness of the battalion; ensures staffing needs are met; ensures staffing assignments are conducted according to established priorities and guidelines; advocates for battalion members; serves as coach and mentor to paramedics, lieutenants and captains; ensures development and training; ensures completion of assignments given to battalion members.
- Review medical call reports; review time cards for accuracy; attends regular management meetings; participates and attends assigned group meetings; provides input on departmental practices; effectively communicates with and attends meetings for assigned hospital(s) as the liaison officer; advocates department vision, mission and values.
- Conducts investigations; ensures patient privacy practices are followed; reviews response time performance; provides discipline, coaching, remediation, counseling and recommends corrective measures; confirms vehicle and equipment readiness checks are completed; coordinates resupply and replacement

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- Serves as on-call Chief Officer; reviews customer satisfaction reports; ensures billing documentation is completed accurately and within department guidelines and procedures; performs regular performance reviews of the battalion; supports and monitors standby and public education events.
- Verifies stations are well maintained; coordinates training and interagency call reviews; ensures appropriate interactions by staff with hospitals, nursing homes, assisted living facilities and physician offices within response district; acts as first responder to provide paramedic level care.
- Provides medical care in the prehospital environment following established protocols; maintains proficiency in clinical skills; coordinates the activity of on-scene first responders; provides compassionate service to meet patient needs; recognizes the need for and is able to interface with special operation units within and outside of Johnson County; maintains scene safety, protects responders, patients and the public; assumes personal risk; transports patients to appropriate destinations based on County protocols.
- Responds to prehospital medical calls in a safe manner, ensuring a quick response and turnout time based on department guidelines; follows appropriate routing utilizing tools to ensure an efficient response time.
- Interacts regularly with first responders in order to promote camaraderie and communication on call scenes; interacts with the public to share safety and prevention messages; assists with public education events; maintains appropriate level of physical fitness for response readiness.
- This position is OSHA category 1.

### **Supervisory Responsibilities:**

- Yes  No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

***Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.***

### **Minimum Job Requirements:**

Bachelor's degree in Business, Public Administration, Physical Science or relevant degree of study and six (6) years' experience as an Officer with Johnson County Med-Act or nine (9) years' experience as a field supervisor within an emergency medical or related services provider required. Current Paramedic certification by the state of Kansas or eligible for Kansas Reciprocity with recertification bi-annually at the employee's expense.

Working twenty-four (24) hour shifts and up to thirty-six (36) hours including weekends and holidays and on-call/standby work is required.

Valid driver's license with an acceptable driving record and successful completion of the post-offer drug testing are required.

***Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.***

### **Education/Experience Substitutions:**

- Yes  No Experience may be substituted for degree.
- Yes  No Education may be substituted for experience.

### **Physical, Environmental, and Special Working Conditions:**

Ability to see and hear sufficient for accurate perception of patient condition, including the ability to differentiate fine distinctions in appearance and sound.

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Excessive standing and/or walking: 40% of the time.

Exposure to extreme temperatures, fumes and/or chemicals, heights, loud noises.

Successful completion of physical ability test annually, ability to lift 250 pounds with assistance, and performing CPR is required.

Ability to work and complete duties while wearing an OSHA Level C chemical and biological PPE including protective clothing, powered air purifying respirator (PAPR) and chemical protective boots.

NFPA 472 HazMat Awareness Level, OSHA Training, NIMS 100, 200, 700, 800; 300 and 400 within one year required.

NFPA 472 HazMat Operations Level, NFPA 473 Medical Response to HazMat Incidents, Disaster Medical Specialist, Tactical Medicine Certification preferred.

Weather and County essential position.

Within sixty (60) days of hire, employees (select DHE and EMS positions) must produce proof of immunization, proof of immunity, proof that immunization is medically contraindicated, submit a written objection to immunization based upon a sincerely held religious belief, or receive vaccination for the following: Measles, Mumps, and Rubella (MMR); Tetanus Diphtheria and Acellular Pertussis (TDAP); and Varicella (Chickenpox).

All County employees may be called upon to assist other departments in a declared emergency situation.