

## Job Description

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**Job Title:** Division Chief

**Job Code:** 909055

**Job Family:** Public Safety

**Pay Grade:** ES.20.20

**FLSA:** Exempt

**EEO:** Technicians

**Department/Agency:** Med-Act

**Position Number(s):** Multiple

**Recommended Position Title(s):** Division Chief

**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 efficient and effective emergency management system (EMS); directs Battalion Chief's activities, field personnel activities, EMS operations, and Special Operations activities; responds to emergency calls and functions as the Medical branch officer, or administers patient care directly; establishes performance goals; monitors and evaluates department services and activities; maintains effective internal and external communication; serves as Interim Director in their absence.
- Commands and manages a shift up to 35 operational personnel to maintain a timely and effective response to approximately 100 emergency medical calls per shift; remains on-call work for the entire 24-hour shift in the event of administrative or operational matters that impact the system; oversees and manages department-wide responsibilities for education, support services, para-medicine, and/or administrative functions.
- Participates as a member of and provides strategic direction to employee committees and specialty teams within the department; serves as a liaison between these groups and management; functions as a liaison between other County and Regional Public Safety organization's command staff and specialty teams; establishes budget planning and compliance by groups and teams

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- Leads, actively participates in, and implements projects to improve department efficiency, safety and effectiveness; provides continuous oversight and subject matter expertise to on-going education, support services, para-medicine, administrative or operational programs throughout the department.
- Builds and maintains strong and effective working relationships with other response agencies and affiliated healthcare organizations throughout the County and metropolitan area in order to strengthen and maintain an effective continuum of care.
- Receives, investigates, and resolves complaints and challenges to operational performance and the delivery of emergency medical care; provides quality assurance and customer service to community stakeholders
- 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 ten (10) years' experience in an advanced life support (ALS) EMS or related field and five (5) years' leading, directing, supervising or coordinating the work of others required. Current Paramedic certification by the state of Kansas or eligible for Kansas Reciprocity with recertification bi-annually at the employee's expense.

On-call/standby work including weekend and holidays is required.

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

### **Preferred Job Requirements:**

Five (5) years' of chief officer or equivalent experience in an ALS EMS system.

***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.

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

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

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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.