

Job Description

Human Resources

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):** 100277, 100281, 100278, 100279, 100287, 100280
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; reviews medical care; monitors performance on scene; conducts investigations; coordinates training and interagency call reviews; assures patient privacy practices are followed; reviews extended response times; coordinates care between agencies by liaising with management staff from other agencies.
- Leads the EMS battalion; communicates effectively with battalion and other agencies; advocates department vision, mission and values; advocates for battalion members; provides input on departmental practices.
- Schedules and assures readiness of the EMS battalion; assures staffing meets operation needs; assures staffing assignments are conducted according to established priorities and guidelines; confirms vehicle and equipment readiness checks are completed; coordinates resupply and replacement; verifies that stations are maintained in good condition; supports and monitors standby and public education events.
- Assures completion of administrative tasks by the EMS battalion; reviews time records for accuracy; assures completion of assignments given to battalion members; assures billing documentation is completed accurately and within department guidelines and procedures.

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- Responds to complex medical emergencies such as cardiac arrests, severe trauma cases, and other complex medical scenes; performs incident management roles; supports and coordinates special operations deployments; assists in planning and participates in command staff role for large scale events.
- Assures customer satisfaction; reviews customer satisfaction reports; resolves complaints and inquiries; assures appropriate interactions by staff with hospitals, nursing homes, assisted living facilities and physician offices within response district.

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:

Training as a Paramedic, a bachelor's degree, certification as a Kansas Paramedic, and three (3) years of experience as a Captain, six (6) years as a Lieutenant or a combination of Captain and Lieutenant experience totaling six (6) years at Med-Act are required. American Heart Association Basic Cardiac Life Support and Advanced Cardiac Life Support certifications or equivalent are also required. Driver's license is required.

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

Preferred Job Requirements:

No minimum job requirements.

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.

Successful completion of physical ability test which includes moving 165 pounds, lifting 104 pounds, walking up and down 17 stairs with equipment, and performing CPR is required.

Ability to work and complete duties while wearing a N95 respirator.

Working twenty-four (24) hour shifts and on-call/standby work is required.

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