

**POSITION DESCRIPTION  
COUNTY OF GREENE, INDIANA**

**POSITION:** Director  
**DEPARTMENT:** Ambulance Service  
**WORK SCHEDULE:** As assigned  
**JOB CATEGORY:** POLE (Protective Occupations, Law Enforcement)

**DATE WRITTEN:** July 1995  
**DATE REVISED:** November 2021

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

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

Incumbent serves as Director for the Greene County Ambulance Service, responsible for directing and supervising all Ambulance Service operations and personnel.

**DUTIES:**

Oversees and directs Department personnel, including interviewing, hiring, arranging proper training, scheduling, making work assignments, evaluating, providing corrective instruction and terminating as necessary, and attempting to maintain safe and effective staff levels.

Oversees billing process, including ensuring accurate billing and collection procedures are followed. Ensures small claims court actions are filed according to procedure.

Ensures readiness of fleet and proper service to public, including inspecting all ambulance personnel and units on a weekly basis.

Maintains maintenance records and service schedules on all ambulances and equipment and approves and schedules service and repairs.

Arranges training programs for all EMS employees in accordance with State requirements and regulations and ensures proper training of all employees.

Orders and/or approves orders of equipment and supplies as needed and delivers to stations daily.

Develops and institutes Department Standard Operating Procedures, revising/updating, ensuring compliance with new and existing laws and requirements, and ensuring all EMS employees receive training regarding related changes.

Prepares and submits all annual, semi-annual, monthly and various required reports to EMS commission, Department of Transportation, Ambulance Board and other governing authorities.

Prepares and administers Department budget with assistance of Ambulance Board, including estimating maintenance, new equipment, vehicular, capital and personnel needs and attending Commission and Council meetings as required.

Performs various Department functions, such as delivering office and medical supplies, picking up trip sheets and running other Department-related errands.

Responds to emergencies on 24-hour basis from off-duty status if director is a licensed paramedic.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

Baccalaureate Degree preferred in health care or management-related field, including public safety or business management and/or equivalent combination of training and experience in related field.

Working knowledge of and ability to make practical application of personnel and budget administration, state requirements concerning emergency medical service administration, procedures and protocols, and familiarity with local emergency medical service needs.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare and submit required reports within established deadlines.

Ability to research and apply various information sources, such as Indiana legal codes, directives from State Emergency Management Agency, Emergency Care of Sick & Injured Textbook and Physicians' Desk Reference.

Ability to supervise and direct assigned personnel, including interviewing, hiring, training, making work assignments, evaluating, providing corrective instruction and terminating as necessary.

Ability to attend personnel management, human relations, or leadership training as the same may be available and deemed appropriate by the Emergency Medical Services Advisory Board (the Board).

Ability to communicate effectively, both orally and in writing, with co-workers, state and local government officials, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to recognize signs and symptoms of some communicable diseases and dangers of blood-borne pathogens and protect oneself from contamination by utilizing universal health precautions and avoiding high risk environments.

Ability to deal swiftly, rationally and decisively with injured and distraught people in emergency situations and take authoritative action as needed.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of department information and records according the state requirements.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to adapt to changing weather conditions, work environments, irregular and/or extended hours and to perform duties despite the stress of potential personal injury and/or loss of life. Ability to appropriately respond to emergencies from off-duty status.

Ability to occasionally work extended, evening and/or weekend hours, and occasionally travel out of town, and overnight.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent performs duties according to well-established Department and state-mandated guidelines, selecting the most appropriate guidelines and interpreting precedents to ensure Department compliance and attainment of goals and objectives. Work is broad in scope, requiring prioritizing and consideration of many variables in determining the proper action in varying circumstances.

## **III. RESPONSIBILITY:**

Incumbent makes a substantial contribution to goals and objectives of the Department. Desired results are clearly indicated, with unusual and/or unprecedented situations, such as emergency care or personnel problems, referred to the proper governing authority as needed. Incumbent's work is reviewed for effect on Department goals and objectives and compliance with Department and state requirements.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with subordinates, state and local departments and agencies, Sheriff; Council, Commissioners, the Board, medical director, and the general public for purposes of resolving conflict and problems, explaining and interpreting policies, rendering services, and ensuring compliance with state-mandated procedures and policies.

Incumbent reports directly to the Board.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs a majority of duties in a standard office environment, involving sitting/walking at will, standing/walking for long periods, close vision, speaking clearly, hearing sounds/communication, handling/grasping objects, and lifting/carrying objects weighing up to 50 pounds.

Incumbent is occasionally required to work extended, evening and/or weekend hours, and occasionally travel out of town, and overnight. Incumbent responds to emergencies from off-duty status.

## APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Director for the Ambulance Service 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?

Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type Name