

Richland County

Position Description

Position Title: Ambulance Director

Department: Emergency Services

Reports to: County Administrator

Pay Grade: 17

Date: 06/29/2025

Hours per week: 40

Purpose of Position

Responsible to manage the operations and staff and to develop and implement comprehensive emergency services for Richland County in accordance with local, state, and federal laws, rules, regulations and plans.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Establishes, maintains and directs Emergency Services functions ensuring compliance with local, state and federal requirements.
- Maintains knowledge of current laws and regulations. Ensures that current ordinances and resolutions support the legal basis for the programs, including Federal and State mandates.
- Prepares, recommends, and monitors annual budgets and capital improvement plans for the Departments.
- Develops, implements and monitors policies, practices and plans for the Departments.
- Ensures all local, state, and federal reports are processed in an accurate and timely manner.
- Oversees appropriate preparation and maintenance of documents and records.
- Functions as Facility Manager for Emergency Services Building.
- EMS DUTIES:
 - Ensures Service License and operational plan are maintained and submitted to the State and that EMS staff maintain necessary certifications.
 - Manages staff to ensure compliance with work rules and procedures.
 - Advises the County Administrator on matters regarding EMS.
 - Functions as liaison between Service and Medical Director, Joint Ambulance Committee, and County Board.
 - Manages EMS Staff ensuring daily operational tasks are completed.
 - Ensures ambulance coverage as required per statute. Provides coverage when needed.
 - Meet with hospital emergency room staff.
 - Responds to ambulance calls and provides patient care.
 - Completes monthly staff schedule.
 - Ensures the positions of Training Officer, QA/QI Designee, WARDS Designee, Infection Control Officer are filled and reported to the State.

- Updates medical protocols in coordination with Medical Director and Training Officer.
- Establishes and maintains quality assurance/improvement program.
- Coordinates staff training and recruitment including CPR training and ensures Service is utilizing industry best practices and meets state inspection standards.
- Supervises Medicare and Medical Assistance reporting and third-party billing and other office activities.
- Ensures OSHA 1910 regulations are met.
- Creates and maintains infectious disease plan.
- Functions in a command staff role during a multi-casualty incident.
- Assists Richland Center Hospital with policies in EMS.
- Creates, maintains and distributes policies and Standard Operating Procedures (SOPs) approved by the Medical Director.
- Assists fire departments, law enforcement and first responders in purchasing and maintenance of medical equipment and supplies for emergency response.
- Oversees acquisition and maintenance of department equipment, vehicles and supplies.
- Prepares a variety of reports, data, analysis and recommendations.
- Manages staff: Makes hiring, discipline and discharge decisions. Assigns and schedules work activities, trains, mentors, monitors and evaluates work. Performs succession planning.
- Attends and participates in meetings and seminars related to the Department.
- Attends training as required to stay current in changes with EMS.
- Responsible for 24/7 on-call as necessary.
- Performs other duties as assigned or apparent.

Minimum Training and Experience Required to Perform Essential Job Functions

AEMT or Paramedic with three years relevant experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities for this position. Current AEMT License, ICS 100,200,300,700, 800 and CPR Certification. Valid Driver's license. Management experience preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communications

- Ability to communicate effectively, orally and in writing, and have strong positive customer service skills.
- Ability to establish and maintain effective working relationships with others.

Skills, Knowledge and Abilities

- Knowledgeable in all areas of pre-hospital emergency care, emergency medical protocols and policies, and federal, state and local laws and regulations regarding pre-hospital emergency care and billing.
- Working knowledge of Wisconsin Administrative Codes and Wisconsin State Statutes related to EMS.
- Knowledge of ICS training level 100, 200 & 300 and NIMS IS-700 & IS-800.

- Knowledge of Microsoft Word, Excel, Access and Outlook software.
- Ability to develop and implement goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- Ability to set policies and goals for the department with top management guidance.
- Ability to perform widely varied work involving complex and significant variables requiring analytical ability and inductive thinking.

Physical Requirements

- Ability to exert moderate physical effort in sedentary to light work, involving standing, walking, stooping, kneeling, and crouching. Ability to handle, finger, and feel. Ability to lift, carry, push, and pull up to 100 pounds.
- Ability to bend, lift and secure patients.

Working Conditions

- Work is performed in indoors and outdoors settings as well as emergency vehicle.
- Ability to work under potentially hazardous and uncomfortable conditions in environmental factors including but not limited to temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, close quarters, disease and/or dust.
- This position may be occasionally exposed to mental effort and stress as well as angry, intoxicated or confused persons.
- This position frequently performs work under high attention to detail and deadlines.

Special Requirement

As a post-offer pre-employment condition, a criminal background check must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check will be covered by Richland County.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date