

	City of Virginia Beach Department of EMS Job Description	
	<h1 style="margin: 0;">Assistant Squad Commander</h1>	
	Originated: prior to 01/15/2015	Revised: 08/20/2020

**Department of Emergency Medical Services Organizational Mission and Values**

The City of Virginia Beach Department of Emergency Medical Services (EMS) exists to deliver valued services to the community that preserve life, improve health, and promote the safety of citizens and visitors, who live, learn, work and play in our community while maintaining a sustainable systems approach that is focused on dynamic resource utilization to enhance the overall quality of life in our City. Our members accomplish this mission while being guided by our values which include quality customer service; integrity; teamwork; commitment; inclusion and diversity; leadership and learning; and volunteerism.

**Position Summary**

Assists with the management and coordination of a rescue squad or team of emergency medical care providers and associated resources for the City’s Department of Emergency Medical Services; does related work as required.

**Representative Work Functions and Responsibilities**

Assists with management and coordination of a group of emergency and non-emergency providers as a first-line supervisor for volunteer members.

Assists with the control and direction of personnel resource allocation by ensuring membership requirements are met per current policy.

Provides corrective action.

Assists with overall leadership and management of a rescue squad or team.

Acts as Squad Commander in their absence.

Helps to maintain city equipment and facilities.

Ensures all department, city, state and squad/team policies, rules, regulations, procedures, directives, and guidelines are enforced and implemented.

Mentors subordinates.

Meets and confers with squad commanders and other supervisors on a regular basis to discuss activities, operations, concerns, and procedures.

Reports to a Squad Commander.

Performs other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less.

### **Performance Standards**

Effectively assists in ensuring that staffing remains commensurate with manpower; assists in the evaluation of pilot projects; effectively meets deadlines as prescribed by squad commander; assists in the organization of work units so that resource shortages and schedule conflicts are avoided; demonstrates understanding of issues or problems and makes decisions accordingly; maintains positive working relationships with superiors and subordinates; possesses knowledge of City, state, and departmental procedures, policies, guidelines, and protocols; attends meetings and training; interacts positively with both career and volunteer emergency services personnel; adheres to uniform and grooming policies; efficiently utilizes rescue squad/team resources; safely operates emergency ambulances and other light duty emergency medical response vehicles; communicates performance expectations and maintains discipline and control among personnel; competently enacts disciplinary procedures; effectively and clearly communicates both verbally and in writing; and works effectively under pressure of stress of emergency situations.

### **Minimum Qualifications**

Must be 18 years of age.

Graduation from an accredited high school or GED equivalent.

Demonstrates past ability to comply with departmental rules, policies, regulations, and procedures.

No corrective actions in the past 18 months.

Eligible to function as an emergency medical vehicle operator in accordance with City/Departmental policy.

Must be fully released per Department of EMS guidelines.

Technical level courses in emergency medical services; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

### **Additional (Preferred) Qualifications**

Experience working with volunteers.

Knowledge and experience with Microsoft Office applications.

Communication skills.

Knowledge of human resource practices.

Experience in program and personnel management.

### **Special Requirements**

This is a safety sensitive position and is subject to random drug testing. Positive drug test results may result in counseling and/or discipline, up to and including, termination.

This position may require that incumbents wear and maintain appropriate personal protective equipment such as, but not limited to, steel toed shoes, safety glasses, gloves, or other designated safety attire and equipment in designated areas of risk. Specific requirements will be determined and communicated by the employee's supervisor based on position assigned.

### **Knowledge-Skills-Abilities Required to Perform Satisfactorily**

#### A. Knowledge

1. Knowledge of administration and operational principles, techniques and practices of Emergency Medical Services.
2. Knowledge of laws, regulations, and ordinances pertaining to emergency medical services.
3. Knowledge of all department, city, state and squad/team policies, rules, regulations, protocols and guidelines.

#### B. Skills

1. Skill in performing the duties required of a Virginia certified Emergency Medical Technician (or specialty team member).
2. Skill in dealing with people in a variety of situations.

#### C. Abilities

1. Ability to assist with the management the activities of an Emergency Medical Services Team.
2. Ability to work well with volunteers and career staff.
3. Ability to establish and maintain cooperative relationships.
4. Ability to follow verbal and written orders.
5. Ability to enforce verbal and written orders.
6. Ability to direct, mentor and counsel, and discipline subordinates.
7. Ability to communicate effectively using verbal communication with supervisors, co-workers and subordinates.

8. Ability to communicate effectively using written communication when preparing or reviewing memos, correspondence, reports, presentations, and forms.
9. Ability to apply written policies and procedures to practical situations.
10. Ability to maintain required certifications.

### **Selection**

This is an appointed position whom serves at the pleasure of the EMS Chief.

Selection will be determined by the EMS Chief or designee. Elections or rescue squad level office equivalent does not guarantee appointment.

### **Working Conditions**

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title.

*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*

**Physical Requirements:** *Physical refers to the requirement for physical exertion and coordination of limb and body movement*

Requires sedentary work that involves exerting up to 5 pounds of force on a regular and recurring basis, and occasional use of standard office equipment. May involve occasional kneeling, stooping, squatting, climbing, gripping, pushing, lifting and raising objects and exerting up to 60 pounds of force.

From the May 2012 Virginia State Office of EMS (OEMS) Functional Description for the Basic Life Support Provider; Work that involves bending, stooping, crawling and walking on uneven surfaces, and lifting, carrying and balancing up to 125 pounds unassisted (250 pounds assisted) at a height of 33 inches, a distance of 10 feet on an occasional basis. Considerable skill and adeptness required in the use of the fingers, hands or limbs in tasks involving close tolerances or limit of accuracy.

**Mental Requirements:** *Mental refers to the degree that the job involves cognitive activities, and use of mental processes*

Performs advanced professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative, technical, or operational problems; applies extensive understanding of operating policies and procedures to solve complex administrative and operational problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

**Environmental Conditions:** *Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.*

The job may risk exposure to bright/dim light, dusts and pollen, all weather conditions including extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, toxic/caustic chemicals, and heights.

May also risk exposure to communicable diseases including blood and air-borne pathogens requiring the use of non-porous coveralls/apron, medical gloves, safety eyewear and other safety attire and equipment in designated risk areas.

**Sensory Requirements:** *Sensory refers to hearing, sight, touch, taste, and smell required by the job.*

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, fine motor dexterity, and texture perception.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.