

**Orangeburg County**

**Title: EMS Operations Manager**

**Class Code: O001**

**FT**

**PT**

**Exempt**

**Non-Exempt**



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**ORANGEBURG  
COUNTY**

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### General Description

The purpose of this job is to manage the operational functions of the emergency medical services program, working through Shift Supervisors. The employee works closely with the Emergency Services Director on short and long-range budget preparation; development of operational structure and staffing; projection of needs, service expansion and delivery; and overseeing daily operations through intervening supervisors.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

### Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Coordinates and supervises emergency medical services daily operations and training activities and staff through intervening supervisors; coordinates procedures and regulations with agencies served; develops and maintains up to date procedures manual for employees, and agencies served.
- Assists the Director in planning, organizing and directing the delivery of emergency services throughout the County; assists in development and updating of the County's emergency medical services plan including the County First Responder Program; provides input on organizational staffing and delivery approaches; involves supervisors in planning and budgeting process.
- Recommends budget needs for the division; provides justification for recommendations; builds budget requests based on input of supervisors; researches, recommends and purchases needed equipment and medical supplies; ensures proper maintenance of equipment.
- Ensures adherence to medical and response protocols and SOP's; participates in development, evaluation and revision of protocols and SOP's.
- Provides liaison services between the division, the hospital and other public safety agencies.

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- Applies for grants and completes grants reports.
- Functions as Power of Attorney for schedule II and IV medications.
- Provides supervision over fleet maintenance and medical equipment and supplies.
- Researches technology and implements revised programs and services.
- Responds to complaints, questions, and information about the services.
- Assures the maintenance and completion of records, reports, and other information required in this field.
- Prepares and submits various reports as required by local, state and federal governments; oversees filing and maintenance of reports, records, and other documents as required by federal, state and local laws and regulations.
- Maintains readiness to respond to emergency situations, as required; responds to emergency calls as needed; and coordinates the provision of medical services making assessments and providing emergency medical care at the EMT-Paramedic level.
- Performs other duties and related work as instructed and assigned.

**Minimum Education and Experience Requirements:**

Requires an Associate's Degree in emergency management, business or public administration, public policy, or related field.

Requires four (4) years of progressively responsible experience in Public Safety, emergency management, or related field; 10 years paramedic experience; and at least five (5) years of supervisory experience; or an equivalent combination of education and experience that provides the required knowledge, skills and abilities.

**Physical Demands:**

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations. Must be able to lift 125 pounds.

**Unavoidable Hazards (Work Environment):**

- Involves routine and frequent exposure to:
  - Bright/dim light; Dusts and pollen.
  - Extreme heat and/or cold; Wet or humid conditions.
  - Extreme noise levels, Animals/wildlife.

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- Vibration; Fumes and/or noxious odors.
- Traffic; Moving machinery.
- Electrical shock; Heights.

**Special Certifications and Licenses:**

- Requires State issued EMT Certification.
- Requires National Registry Certification.
- FEMA Incident Command Certification at IS-100, 200, 300, 400, 700, and 800
- CPR and ACLS Certification
- Must possess and maintain a valid state Driver's License

**Americans with Disabilities Act Compliance**

Orangeburg County is an Equal Opportunity Employer. ADA requires Orangeburg County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

I have read the above duties associated with the position of EMS Operations Manager, I understand this job description is not all-inclusive, and I may be asked to perform additional duties. I understand I will be evaluated on my knowledge and understanding of the duties and task listed in this document. The position I hold with The County of Orangeburg is an at-will position, which means, either the County of Orangeburg, or I, may terminate employment, with or without notice, and with or without cause.

\_\_\_\_\_  
**Print Employee Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

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