



**COLE COUNTY EMS**  
**MISSOURI**  
 POLICY & PROCEDURE MANUAL

**CHAPTER 2**  
**ADMINISTRATIVE MANAGEMENT**  
 SECTION 3 – JOB DESCRIPTIONS

<b>EMS Battalion Chief</b>	
Policy Number: 2003-06	
Date Approved: 3/1/2019	Date Effective: 3/1/2019
Approved By: Chief Matt Lindewirth	Policy Revisions: 1/1/2022 (Next Review Date)
CAAS Standard: 101.02.03 – Job Descriptions	

**Printed copies are for reference only. Please refer to the electronic copy for the latest version.**

**DISTRIBUTION**

All Personnel

**PURPOSE**

Oversee quality assurance by enforcing policies and procedures, maintaining operational readiness and ensuring personnel’s job knowledge and skills.

**DESCRIPTION**

A full-time, non-exempt, hourly employee who reports directly to the Deputy Chief. Responsible for the coordination of assigned EMS crews on a day-to-day basis and maintaining CCEMS operational readiness.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All qualification in the Paramedic Job Description must be met and maintained.

1. Education and Experience:
  - a. BS/BA in management, a related field of management, or equivalent industry experience. Personnel accepting promotion to Battalion Chief who do not meet this qualification must acquire a Bachelor Degree within 48 months of promotion. Degree and program of study are preferred from a regionally accredited institution but will be accepted from any institution of higher learning accepted by the U.S. Department of Education for participation in the federal student aid program.
  - a. Three (3) years’ experience in an EMS supervisory role, preferred.
  - b. Two (2) year previous experience as an EMS Field Training Officer (FTO), preferred.
  - c. Three (3) years previous experience as a paramedic required.



**COLE COUNTY EMS**  
**MISSOURI**  
POLICY & PROCEDURE MANUAL

**CHAPTER 2**  
**ADMINISTRATIVE MANAGEMENT**  
SECTION 3 – JOB DESCRIPTIONS

<b>EMS Battalion Chief</b>	
Policy Number: 2003-06	
Date Approved: 3/1/2019	Date Effective: 3/1/2019
Approved By: Chief Matt Lindewirth	Policy Revisions: 1/1/2022 (Next Review Date)
CAAS Standard: 101.02.03 – Job Descriptions	

**Printed copies are for reference only. Please refer to the electronic copy for the latest version.**

**QUALIFICATIONS (continued)**

2. Certificates, Licenses, Registrations:
  - a. Valid Missouri Class “E” license driver's license.
  - b. Valid Missouri paramedic license.
  - c. Must maintain continuous AHA Basic Life Support (BLS) Certification, AHA Advanced Cardiac Life Support (ACLS) Certification and Pediatric Advanced Life Support (PALS) certification.
  - d. Pre-Hospital Trauma Life Support (PHTLS) certification, Pediatric Advanced Life Support (PALS), Advanced Medical Life Support (AMLS) certifications preferred, or obtain any missing certifications within six (6) months of hire. Obtain and maintain additional certifications as directed by the Department.
  - e. Ability to obtain and maintain Cole County Pre-Hospital Provider Certification.
  - f. Instructor certifications in AHA BLS, AHA ACLS, PHTLS, AMLS and AHA PALS preferred. Position requires instructor certification in at least two of the above disciplines within six (6) months of promotion and maintain instructor certifications while holding this position.
  - g. Must be currently certified through a standard Emergency Vehicle Operations Course (EVOC), or similar standard as approved by the Chief.
  - h. ICS100, ICS200, IS700, IS800 required. ICS300 and ICS400 are required within six (6) months of promotion.
  - i. NAEMSE Instructor Level I (40 hour) or equivalent preferred. Position requires formal instructor certification as a foundation. Personnel accepting promotion to Battalion Chief who do not meet this qualification must acquire this instructor certification within 12 months of promotion.



**COLE COUNTY EMS**  
**MISSOURI**  
POLICY & PROCEDURE MANUAL

**CHAPTER 2**  
**ADMINISTRATIVE MANAGEMENT**  
**SECTION 3 – JOB DESCRIPTIONS**

<b>EMS Battalion Chief</b>	
Policy Number: 2003-06	
Date Approved: 3/1/2019	Date Effective: 3/1/2019
Approved By: Chief Matt Lindewirth	Policy Revisions: 1/1/2022 (Next Review Date)
CAAS Standard: 101.02.03 – Job Descriptions	

**Printed copies are for reference only. Please refer to the electronic copy for the latest version.**

**QUALIFICATIONS (continued)**

- j. National EMS Management Association’s Supervising Paramedic Officer Credential within 18 months of promotion, no waivers will be granted.
3. Job Knowledge:
- a. Principles and practices of emergency medical care and EMS system operations.
  - b. Familiarization with laws, regulations and requirements related to EMS.
  - c. Organizational techniques.
  - d. Computer operations and data analysis.
  - e. Response area of CCEMS.
  - f. Thorough knowledge of all CCEMS policies, procedures, and medical protocols.
  - g. Able to obtain and maintain protocol exam score of 90% or higher.
4. Skills
- a. Mathematical Skills – Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
  - b. Language and Interpersonal Communication Skills – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.



**COLE COUNTY EMS**  
**MISSOURI**  
POLICY & PROCEDURE MANUAL

**CHAPTER 2**  
**ADMINISTRATIVE MANAGEMENT**  
**SECTION 3 – JOB DESCRIPTIONS**

<b>EMS Battalion Chief</b>	
Policy Number: 2003-06	
Date Approved: 3/1/2019	Date Effective: 3/1/2019
Approved By: Chief Matt Lindewirth	Policy Revisions: 1/1/2022 (Next Review Date)
CAAS Standard: 101.02.03 – Job Descriptions	

**Printed copies are for reference only. Please refer to the electronic copy for the latest version.**

**QUALIFICATIONS (continued)**

- c. Oral Communication Skills and Problem-Solving Skills – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills and participates in meetings. Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations and uses reason even when dealing with emotional topics.
- d. Reasoning Ability and Teamwork – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Able to build morale and group commitments to goals and objectives; supports everyone’s efforts to succeed.
- e. Leadership and Professionalism - Inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others and maintain a positive, self-motivated attitude as a team leader. Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions and follows through on commitments.
- f. Computer Skills – Ability to operate windows-based applications.
- g. Other Skills – Ability to operate and drive ambulances and other emergency vehicles.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- 1. Operations
  - a. Responds to EMS calls and assists with coordination of patient care and manages on scene EMS operations. Observes the performance of EMT's and Paramedics and keeps the Training Division appraised of all concerns regarding quality improvement and patient care. Responsible for documenting and addressing any areas of concern or in need of



**COLE COUNTY EMS**  
**MISSOURI**  
POLICY & PROCEDURE MANUAL

**CHAPTER 2**  
**ADMINISTRATIVE MANAGEMENT**  
SECTION 3 – JOB DESCRIPTIONS

<b>EMS Battalion Chief</b>	
Policy Number: 2003-06	
Date Approved: 3/1/2019	Date Effective: 3/1/2019
Approved By: Chief Matt Lindewirth	Policy Revisions: 1/1/2022 (Next Review Date)
CAAS Standard: 101.02.03 – Job Descriptions	

**Printed copies are for reference only. Please refer to the electronic copy for the latest version.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES (continued)**

- improvement with the individual as needed. Ensures that CCEMS policies and standards are adhered to at all times.
- b. Continually evaluates EMS operational readiness, effectiveness of service, as well as overall outcomes, keeping the Deputy Chief apprised of important developments or recommendations for improvement. Participates in regular staff meetings and provides input relative to EMS Operations.
  - c. Display a positive, self-motivated professional demeanor and promotes the mission of CCEMS as a unified team.
  - d. Provides immediate redirection when patient care concerns are identified, witnessed, or developing.
  - e. Monitors radio traffic and field activity during the shift and provides coordination as indicated.
  - f. Inspects assigned stations, crews and vehicles on a frequent basis and assigns work in areas needing improvement to ensure operational readiness.
  - g. Communicates with crews and other officers to keep all abreast of any changes.
  - h. Provides feedback to employees through regular coaching and performance evaluations.
  - i. Establishes procedures in order to meet CCEMS policies. Administers corrective action and/or positive reinforcement as needed. Advises employees of performance concerns and/or positive actions. Performs coaching, training and counseling.
  - j. Review CCEMS forms for completion and ensures recovery of equipment left at hospitals or on the scene of a call. On a periodic basis, checks for damaged and missing equipment.



**COLE COUNTY EMS**  
**MISSOURI**  
POLICY & PROCEDURE MANUAL

**CHAPTER 2**  
**ADMINISTRATIVE MANAGEMENT**  
SECTION 3 – JOB DESCRIPTIONS

<b>EMS Battalion Chief</b>	
Policy Number: 2003-06	
Date Approved: 3/1/2019	Date Effective: 3/1/2019
Approved By: Chief Matt Lindewirth	Policy Revisions: 1/1/2022 (Next Review Date)
CAAS Standard: 101.02.03 – Job Descriptions	

**Printed copies are for reference only. Please refer to the electronic copy for the latest version.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES (continued)**

- k. Troubleshoots minor vehicle, radio and computer problems and reassigns vehicles as needed. Forwards to the Logistics Chief equipment requiring major repairs or troubleshooting.
- l. Conducts daily audit of electronic patient care reports (ePCR) to ensure initial patient care was appropriate. Review will also ensure demographic, scene, treatment, billing (including uploaded documents and collection of medical record number) and operational data is completed and properly reported.
- m. Ensure ePCRs are completed by responding crews within the proper timeframe as directed policy and/or state regulation.
- n. Gives thorough operations report at shift change to the on-coming EMS Battalion Chief or Lieutenant filling in for an absent Battalion Chief. Completes and submits End of Shift Report to Administration after the completion of each on-duty period.
- o. Manages scheduling of crews and keeps appropriate logs of scheduling data.
- p. Assesses fatigue levels of crews, and completes appropriate paperwork.
- q. Creates correspondence, creates forms and develops reports associated with the department, to include but not limited to; Personnel Action Forms (PAF), EEOC Reports, Corrective Action Forms (CAFs), etc.
- r. Conducts internal investigations in a timely and complete manner, and documents findings. Provides status up dates of all complaints to the Deputy Chief, to include initial complaint, major developments, and final recommended outcome.
- s. Documents and takes corrective action, up to and including written warning, without prior approval required, when necessary.



**COLE COUNTY EMS**  
**MISSOURI**  
 POLICY & PROCEDURE MANUAL

**CHAPTER 2**  
**ADMINISTRATIVE MANAGEMENT**  
 SECTION 3 – JOB DESCRIPTIONS

<b>EMS Battalion Chief</b>	
Policy Number: 2003-06	
Date Approved: 3/1/2019	Date Effective: 3/1/2019
Approved By: Chief Matt Lindewirth	Policy Revisions: 1/1/2022 (Next Review Date)
CAAS Standard: 101.02.03 – Job Descriptions	

**Printed copies are for reference only. Please refer to the electronic copy for the latest version.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES (continued)**

- t. Conducts controlled substance audits weekly, or sooner as required. Responsible to conduct initial controlled substance investigations.
  - u. Functions in a command role on scene as necessary.
  - v. Assumes other duties as assigned by the Chief, or their designee.
2. Personnel:
- a. Maintains the daily work schedule. Ensures CCEMS policies are adhered to regarding coverage and employee schedules.
  - b. Participates in call critiques with subordinate crews and records individual participation, and delegates work assignments and ensures adequate completion.
  - c. Instructs and/or monitors on-duty in-service training on a daily basis and assists the Training Division with coordination of class material and assists with the orientation of new personnel.
  - d. Develops employees, especially Lieutenants, leadership capabilities, operational readiness, and scene management.

**ESSENTIAL FUNCTIONS**

- 1. Physical activities required on the job include:
  - a. Regularly (over 70% of the time) sitting, talking and hearing (i.e. meetings, public speaking engagements, etc.).
  - b. Frequently (41% to 70% of the time) grasping, standing, walking and driving.
  - c. Occasionally (1% to 40% of the time) feeling attributes of objects, reaching with hands/arms, stooping and kneeling, climbing or balancing, and repetitive wrist, hand and/or finger movement.



**COLE COUNTY EMS**  
**MISSOURI**  
POLICY & PROCEDURE MANUAL

**CHAPTER 2**  
**ADMINISTRATIVE MANAGEMENT**  
SECTION 3 – JOB DESCRIPTIONS

<b>EMS Battalion Chief</b>	
Policy Number: 2003-06	
Date Approved: 3/1/2019	Date Effective: 3/1/2019
Approved By: Chief Matt Lindewirth	Policy Revisions: 1/1/2022 (Next Review Date)
CAAS Standard: 101.02.03 – Job Descriptions	

**Printed copies are for reference only. Please refer to the electronic copy for the latest version.**

**ESSENTIAL FUNCTIONS (continued)**

2. Job requires ability to lift and/or exert force as follows:
  - a. Regularly (over 70% of the time) lifts up to 25 pounds
  - b. Frequently (41% to 70%) lifts up to 75 pounds
  - c. Occasionally (15% to 40%) lifts up to 100 pounds
  - d. Rarely (less than 15%) lifts over 100 pounds
3. Visual activities required on the job include:
  - a. Clarity of vision at 20 feet or more and 20 inches or less.
  - b. Three-dimensional vision—ability to judge distance and space relationships.
  - c. Ability to identify and distinguish colors.
  - d. Ability to adjust the eye to bring an object into sharp focus.
  - e. Ability to see up and down or to right or left while fixed on point.
4. Mental activities that are required during a typical workday are:
  - a. Concentrated attention with regards to writing and preparing CCEMS information correspondence with other agencies, attorney's and various written communication.
5. While on a call the job requires exposure to any of the following environmental conditions:
  - a. Frequently (50% to 75%) exposed to outdoor weather conditions
  - b. Rarely (5% to 10%) exposed to extreme cold (non-weather), extreme heat (non-weather), subject to oils (mechanical or food)
  - c. Occasionally (25% to 40%) work in hazardous traffic.





**COLE COUNTY EMS**  
**MISSOURI**  
 POLICY & PROCEDURE MANUAL

**CHAPTER 2**  
**ADMINISTRATIVE MANAGEMENT**  
 SECTION 3 – JOB DESCRIPTIONS

<b>EMS Battalion Chief</b>	
Policy Number: 2003-06	
Date Approved: 3/1/2019	Date Effective: 3/1/2019
Approved By: Chief Matt Lindewirth	Policy Revisions: 1/1/2022 (Next Review Date)
CAAS Standard: 101.02.03 – Job Descriptions	

**Printed copies are for reference only. Please refer to the electronic copy for the latest version.**

**ESSENTIAL FUNCTIONS (continued)**

6. The noise that is experienced on the job is a moderate noise level (i.e. office with computers and/or computer printers and clinical equipment).
7. Job requires supervisory responsibilities and coordination relating to direct supervision and indirect supervision of employees. The number of employees directly supervised is up to 20 and the number of employees indirectly supervised is over 75 employees.

**PHYSICAL DEMANDS**

This position requires the employee to sit and use hands to handle, feel, finger, grasp or operate objects, tools or controls; reach with hands and arms; use mental acuity and repetitive motion; crouch, kneel and stoop; and walk, talk and hear. The employee must occasionally lift up to one hundred eighty (180) pounds with one assistant. Cardiovascular conditioning should be sufficient for the extended performance of cardiac chest compressions, maneuvering and lifting of the gurney and other transport tools, and transport of medical equipment and patient belongings. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job; the employee is frequently exposed to moving mechanical parts and outside weather conditions, the employee is occasionally exposed to fumes or airborne particles; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually loud.

All employees of Cole County Government are employed on an “at-will” basis, which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Cole County Government may discontinue the employment relationship on the same grounds.

*Cole County upholds federal, state, and local laws that protect employees and job applicants from discrimination on the bases of race, religion, color, sex (including pregnancy, gender identity, and sexual*



**COLE COUNTY EMS**  
**MISSOURI**  
 POLICY & PROCEDURE MANUAL

**CHAPTER 2**  
**ADMINISTRATIVE MANAGEMENT**  
**SECTION 3 – JOB DESCRIPTIONS**

<b>EMS Battalion Chief</b>	
Policy Number: 2003-06	
Date Approved: 3/1/2019	Date Effective: 3/1/2019
Approved By: Chief Matt Lindewirth	Policy Revisions: 1/1/2022 (Next Review Date)
CAAS Standard: 101.02.03 – Job Descriptions	

**Printed copies are for reference only. Please refer to the electronic copy for the latest version.**

**WORK ENVIRONMENT (continued)**

*orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, veteran status, marital status, or any other non-merit based factors protected by federal, state, or local law.*

**TERMS OF EMPLOYMENT**

*The County has the right to revise this position description at any time, and thus does not represent in any way a contract of employment. All employees of Cole County Government are employed on an “at-will” basis, which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Cole County Government may discontinue the employment relationship on the same grounds.*

I, \_\_\_\_\_, acknowledge that I have received a copy of this job description and that I have read and understand what is written in this job description. I will ask questions about anything I do not understand.

Employee Printed Name	Employee Signature	Date
-----------------------	--------------------	------

Witness Name	Witness Signature	Date
--------------	-------------------	------

This policy/procedure supersedes any previous policy or memorandum on this topic.