

## City of Rapid City Job Description

<b>Job Title</b>	Lead Mobile Medic		
<b>Job Code:</b>	LDMM	<b>Job Family:</b>	
<b>Pay Grade:</b>	FI21	<b>Date Revised:</b>	11/24/2020
<b>FLSA Status:</b>	Non-Exempt		

**General Summary:** This position is responsible for managing the Mobile Integrated Health Care Program and supervising the Mobile Medics in performing their daily duties and emergency response actions; under the direction of the assistant Chief – EMS Operations

### Essential Duties and Responsibilities:

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Maintains minimum qualifications commensurate with previous position or rank in the operations division held prior to promotion. Able to perform duties commensurate with abilities during emergency response operations and may be assigned to an Incident Command System (ICS) position consistent with abilities.
- Assists with the implementation and administration of the Mobile Integrated Health Care Program (MIHCP).
- Directs, coordinates, and assists Mobile Medics with daily operation of MIHCP.
- Responds to emergency medical incidents, determines the nature and extent of the situation and makes a treatment and/or transport decision based on assessment finding, protocols, and medical direction.
- Gathers statistical data, analyzes information, and makes recommendations on MIHCP improvements.
- Prepares incident reports, completes other written reports and records.
- Maintains data on high frequency users to assist with care, treatment, and transport determination.
- Coordinates with Public Health Officials, Community Health Practitioners, and other community advocates.
- Assists the Assistant Chief-EMS Operations in the preparation and management of the program and division budget.
- Assigns tasks to Mobile Medics and evaluates work performance of personnel.
- Sets performance objectives for the Mobile Medics and assists the Assistant Fire Chief-EMS operations with formulating program goals and objectives.
- Manages assigned projects and programs.
- Mentors Mobile Medics for the position of Lead Mobile Medic.
- Maintains license through continuing education.

### Qualifications:

#### Supervisory Responsibilities:

Manages the Mobile Medics in the EMS Division. Is responsible for the overall direction, coordination, and evaluation of these positions. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities' include interviewing and training employees, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Education and/or Experience:**

Bachelor's degree or equivalent in experience or training to include four years as a Journeyman Firefighter-Paramedic.

**Certificates, Licenses, Registrations:**

Must possess a valid South Dakota Drivers License or the ability to obtain within 30 days from date of hire. Must possess a National Registry Paramedic Certification or State of South Dakota Paramedic License.

**Working Conditions:**

*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 occasionally exposed to an environment that is immediately dangerous to life and health, wet and/or humid conditions; moving mechanical parts; high, precarious places, fumes or airborne particulate; toxic or caustic chemicals; outside weather conditions; extreme heat and vibration. The noise level in the work environment is moderate.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform 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 required to sit and talk or hear. The employee is occasionally required to stand, walk; use hands to finger; handle or feel; reach with the hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and or move more than 100 pounds.