

Town of Gouldsboro  
P.O. Box 68  
Prospect Harbor, Maine 04669

Job title:	EMS Director
Department:	Gouldsboro Fire Dept. (Schoodic EMS)
Reports to:	Town Manager
Range of Pay:	\$70,000 - \$80,000/year
FLSA Status:	Exempt

**Nature of work**

This is responsible administrative and supervisory work in a specialized, technical field – the operation of the Town's ambulance service and the provision of emergency medical treatment for patients in the field.

The EMS Director is responsible for overseeing all activities of the Schoodic EMS in its delivery of emergency medical services to the two towns (Gouldsboro and Winter Harbor) of the Schoodic Peninsula. That work includes supervising one full-time emergency medical technician, plus approximately 10 per-diem EMS personnel; ensuring adequate training for all personnel; submitting and administering an annual budget of approximately \$570K; ensuring the proper and regular maintenance of all equipment, along with adequate inventories of all supplies, and adherence to all regulations related to the delivery of emergency medical services; preparing regular reports on the department's activities; and collaborating with other first-responder agencies and the communities they serve. This work involves considerable independence and contact with the public and other departments, and is subject to review by the Town Manager through observation, reports, and results achieved.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

**Administrative**

- Maintains records of all emergency medical service activities as well as personnel files. Plans, directs, supervises, and evaluates the work of subordinates. Hiring is done in consultation with Town Manager.
- Ensures that all state and federal licenses, permits, and certifications are up to date.
- Prepares, monitors, and provides financial reports.
- Working in collaboration with the Town Manager and Treasurer, maintains an accurate record of all income of the service; works with the billing company to ensure it is getting required information and is billing for services in a timely manner.
- In coordination with the Town Manager and other departments, seeks opportunities for grants that will enhance the delivery of emergency medical services and/or benefit the health and safety of the community.

- Serves as the Town's Health Officer.
- Performs other related work as required or as assigned by the Town Manager.

### **Operational**

- Schedules crews and personnel to ensure adequate coverage 24/7/365.
- Communicates and coordinates with the two towns served by Schoodic EMS as well as with other cooperating agencies.
- Prepares and administers written operating procedures/guidelines to govern emergency medical services and other departmental personnel in the performance of their duties.
- Establishes and maintains a mechanism to track continuing education and quality improvement participation.
- Establishes a training program for all ambulance service staff to ensure compliance with Maine EMS licensing requirements, NIMS/ICS compliance, and Bureau of Labor Standards workplace safety training.
- Coordinates EMS-related training sessions.
- Maintains departmental equipment and medical supplies, including overseeing the maintenance of ambulances, stretchers, cardiac monitors, and other specialty, durable, and capital equipment.
- Works with town Emergency Management Director, local health-care providers, law enforcement agencies, and fire departments on matters pertaining to emergency preparedness, disaster response, operational coordination, and staff relations.
- Develops and disseminates public information, education, and relations as requested.

### **Patient Care**

- Performs the patient care duties of an EMT or paramedic in addition to administrative and supervisory roles.
- Available to be on call some evenings and weekends.

### **Requirements of work**

- Thorough knowledge of the emergency medical services system, rules established by the Maine Board of Emergency Medical Services, and state statutes for EMS and ambulance vehicle operations.
- Knowledge of Bureau of Labor Standards requirements, including facilities, training, and record-keeping. Ensures department is in full compliance.
- In collaboration with Town Manager and Treasurer, monitor billing and collection agency performance, and negotiates contracts with private insurance payers. Ensures that personnel are obtaining and providing information necessary for expedient billing for services.
- Thorough knowledge of the operation and maintenance of ambulance vehicles and

emergency medical equipment.

- Thorough knowledge of the layout of the community and the adjoining towns in terms of roads, access to medical facilities, resources, and potential challenges. This might include high-risk businesses that possess significant amounts of hazardous materials, special-needs camps, demographic challenges, etc.
- Ability to plan, assign, and evaluate the work of departmental staff.
- Ability to plan and budget work according to established Town practice.
- Considerable skill in dealing with people under stressful conditions.
- Ability to work with considerable independence subject only to general policies.

### **Training and experience required**

- Extensive experience in the provisions of emergency medical services, preferably including the development of operating procedures/guidelines; graduation from high school or equivalent, supplemented by practical post-secondary coursework; experience in employee supervision.
- Familiarity with HIPAA requirements.
- Familiarity with billing standards and reimbursement processes, including CMS, ambulance billing agency, and contracting with private-insurance carriers.

### **Necessary special requirements**

- Unrestricted Maine EMT or Paramedic license\*
- Ambulance Vehicle Operator Course (AVOC)-certified (or equivalent)
- Valid Maine driver's license\*
- Successful completion of relevant background checks

\*Out-of-state candidates must obtain Maine licenses within 3 months

Applicants should submit a resume and Application for Employment (available on the Careers page of the town's website) along with a cover letter (optional) to: [town.manager@gouldsborotown.com](mailto:town.manager@gouldsborotown.com) or drop off materials at the town office at 59 Main Street in Prospect Harbor.

The Town of Gouldsboro is an equal opportunity employer.