



JOB DESCRIPTION

Title	EMS Division Chief	J.D Number	15.102
Division	EMS Operations	Salary/Wage Status	Per Wage Resolution
FLSA Classification	Exempt	PERS Category	General Service
Civil Service Status	Civil Service	Safety Sensitive	Yes
Supervisor	Fire Chief	Confidential	Yes
Supervision Exercised	Yes	Hybrid Eligible	No
Bargaining Unit	No		

GENERAL STATEMENT OF DUTIES

The EMS Division Chief is responsible for organizing, supervising, planning, and coordinating the daily operations of the Emergency Medical Services (EMS) Division. Including but not limited to input on efficiency of EMS Division, contracts, training, ambulance billing and collections program. The EMS Division Chief will providing technical expertise to the Fire Chief in the operations and administration of the EMS program and other emergency response activities in support of the District.

SUPERVISION RECEIVED

Works under the general supervision of the Fire Chief who reviews work for conformance to District policies and standards.

SUPERVISION EXERCISED

Is responsible to exercise independent judgement in carrying out policy, program, and orders within established procedures; and may recommend the hiring, promotion, and discipline of assigned personnel. Responsible to direct subordinate employees in all aspects of EMS service. May assume command the Fire District in absence of higher-ranking officers.

ESSENTIAL FUNCTIONS:

- This position is responsible for supervising and coordinating the daily operations of the Emergency Medical Services (EMS) Division including
- Responsible for the management and coordination of all Emergency Medical Services (EMS) activities for the Fire District. Monitors the quality improvement process and seeks to continually improve the provision of Emergency Medical Services

- Coordinates ambulance billing and collections program
- Providing technical expertise to the Fire Chief in the operations and administration of the EMS program and other emergency response activities and performs related work as required
- Manages the EMS Program including EMT certification/EMS Field Training, EMS committees; and maintains records, including quality improvement, service area contracts, and vehicle and ambulance service licensing
- Provides administrative oversight and/or management of assigned District special teams. Assists with developing, implementing, and evaluating EMS program and specialty teams' administrative procedures and practices
- Maintains Quality Improvement (QI) trend files, investigates EMS related incidents as needed, monitors QI sentinel and frequency indicators, provides coaching and counseling related to performance
- Prepares and administers an EMS budget in coordination with assigned personnel. Ensures that the program operates in a cost effective, efficient manner
- Responds to emergency and non emergency incidents as necessary
- Acts as liaison with other EMS agencies and provides assistance to those who use or anticipate using the services of EMS. Ensures appropriate interaction and coordination with agencies and communities working with the division
- Develops and oversees contracts for EMS equipment preventive maintenance, supply and physicians
- Responsible for communication of content and context of Fire District policy matter discussions to Battalion Chiefs, Program Managers and/or District employees. Enforces District policies, rules and regulations
- The Division Chief is subject to recall to duty at any time to assist with major incidents, injured employees, or any other situation deemed necessary by the Deputy Fire Chief.

REQUIRED EXPERIENCE AND TRAINING

- Bachelor's degree in EMS Management, Business Administration, Fire Administration, or Management.
- Minimum of ten (10) years of EMS field experience of which at least three (3) years must be in supervisory position.
- NFPA or IFSAC Instructor I
- Valid Oregon Driver's License
- Oregon or National Registry Paramedic at time of application. Candidate must maintain Oregon certification, at least to the level of certification at time of hire, as a condition of employment for this position.
- NIMS ICS-100, 200, 300, 700 and 800 course completions.
- Any other equivalent education and/or experience may be considered in lieu of formal education and experience requirements listed above. Equivalency will be at the sole discretion of the Fire Chief.

DESIRABLE EDUCATION/CERTIFICATIONS:

- NFPA or ISFAC Fire Officer II
- ICS-400
- Executive Fire Officer, Certified Chief Officer, or National EMS Officer

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 the job. While performing the duties of this position, EMT/Paramedics are continuously required to use interpersonal skills, teamwork, customer service, and reading/speaking/understanding English; frequently required to use decision making, creativity, problem analysis, and discretion; and occasionally required to use training, presentation, basic math, and independent judgment/action. EMT/Paramedics must be able to stand, walk, stoop, finger, talk, reach, feel, sit, bend, kneel, climb, grasp, hear, and handle items. The ability to push, pull, lift, and carry an average of 100 pounds throughout a normal day is required. Reasonable accommodation will be made to otherwise qualified individuals with disabilities and known limitations. 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

Work is performed primarily in stations, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is performed in emergency and stressful situations. Individual is exposed to alarms and hazards including bodily fluids, smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the environment is usually moderate, except during certain Fire or EMS activities when noise levels may range from 80-100 DBA.

Approved by: _____

Date: _____

ACKNOWLEDGEMENT

By signing below, I acknowledge that I have reviewed and understand the essential duties, functions and other requirements of this position.

Employee: _____

Date: _____