

EMERGENCY MEDICAL SERVICES CHIEF

FLSA Status – Exempt

EEO Code – A/Officials and Administrators

Class Code – M133

GENERAL DESCRIPTION OF THE DUTIES

EMS Chief is responsible for performing professional level work in planning, coordinating, monitoring, and evaluating the delivery of emergency medical care and ensuring compliance with local and state regulations and guidelines.

The EMS Chief assumes full command and authority of the Department in the Fire Chief's absence, and responds to emergency situations as Incident Commander until relieved of command by the Fire Chief. The Fire Chief may assign the EMS Chief to command responsibilities at emergency incidents. The EMS Chief is subject to emergency call back when off duty.

SUPERVISION RECEIVED

This position works under the general supervision and direction of the Fire Chief.

SUPERVISION EXERCISED

This position is responsible for personnel providing emergency medical care. Supervisory authority extends up to and including suspension and recommendation of termination. Supervision is exercised in accordance with Department policies, regulations, and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. May supervise employees to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination, and disciplinary recommendations.
2. Responsible for all EMS programs, interactions with ambulance billing and collection personnel; continuous quality improvement (CQI) programs by reviewing and analyzing EMS effectiveness, system trends, and needs in an effort to ensure EMS system excellence; develops and assists in the formulation of policies and procedures; and implements EMS educational programs and system modifications.
3. Functions as Department Privacy Officer and contact person for complaints regarding privacy practices for protected health information.
4. Serves as a liaison for EMS-related issues with State and Local regulatory agencies, base hospital personnel, other fire agencies, medical equipment suppliers, paramedic training institutes, citizens, and other agencies/individuals associated with pre-hospital care. Develops and maintains effective working relations, information sharing/dissemination, conflict resolution, and compliance with applicable regulations and policies.

EMERGENCY MEDICAL SERVICES CHIEF

FLSA Status – Exempt

EEO Code – A/Officials and Administrators

Class Code – M133

5. During field observation “ride-a-longs,” may assist emergency medical personnel in the provision of pre-hospital emergency care when additional resources are needed for the provisions of safe, timely patient care. All care provided will be in compliance with State and Local regulations and policies.
6. Assists in evaluating and selecting equipment and supplies appropriate for pre-hospital emergency medical care. Maintains accurate records of Department activities and prepares related reports as required or requested.
7. Provides medical oversight and quality improvement activities for the emergency medical pre-arrival instructions to the Emergency Communications Center.
8. Meets with Department and other agency personnel and community and business leaders to discuss, review, and resolve issues of fire and life safety.
9. Administers and implements the OCFA Communicable Disease Exposure Control Plan to ensure adequate employee protection, post-exposure care and follow-up, and compliance with federal, state, and local regulations.
10. Performs other duties of a similar nature or level.
11. Responds to fire, medical, and other emergencies; operates within the Incident Command System, as Incident Commander, Safety Officer, or other staff position; and provides emergency medical care and transportation.
12. May function in the City Emergency Operations Center (EOC).
13. Function as Fire Chief in his/her absence according to Department policy.

OTHER JOB FUNCTIONS

1. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Management and supervisory principles;
- Emergency medical care procedures and practices;
- Pre-hospital delivery systems;
- Applicable federal, state, and local regulations, protocols, policies, and procedures;
- Adult learning theory;
- Continuous Quality Improvement (CQI) principles;
- Budget principles;
- Communicable diseases;
- American Heart Association policies, procedures, and standards.

EMERGENCY MEDICAL SERVICES CHIEF

FLSA Status – Exempt

EEO Code – A/Officials and Administrators

Class Code – M133

Skills

- Monitoring and evaluating employees;
- Prioritizing and assigning work;
- Training employees on work methods;
- Developing and implementing CQI programs;
- Reviewing and analyzing section programs and effectiveness;
- Coordinating and delivering continuing education programs;
- Ensuring compliance with applicable regulations, protocols, policies, procedures, and standards;
- Evaluating and selecting equipment and supplies;
- Selection of paramedic training candidates;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

Abilities

- Work with and support both career and volunteer emergency personnel in the accomplishment of their mission;
- Deal effectively with citizens and employees under stressful, emotional, and hazardous conditions;
- Plan, program, coordinate, and evaluate the activities of field supervisors and specialized administrative personnel involved in public safety activities;
- Communicate effectively using written communications including reports, memos, correspondence, and forms;
- Apply written policies and procedures in practical situations;
- Evaluate and analyze organizational performance data and develop strategies for ongoing system improvement;
- Develop and maintain productive working relationships across departmental and municipal lines;
- Use computer software to access data, prepare documents, and develop proposals;

EXPERIENCE AND EDUCATION

Equivalent to a complete four-year university education in Fire, Public, or Business Administration or a closely related field; NFPA Fire Officer I or equivalent education or experience; NFPA Instructor I; Oregon Certified Paramedic; five years experience as an active Advanced Life Support transport (ALS) Paramedic; two years experience as a supervisor, manager, or training officer with a transporting ambulance agency.

EMERGENCY MEDICAL SERVICES CHIEF

FLSA Status – Exempt
EEO Code – A/Officials and Administrators
Class Code – M133

SPECIAL REQUIREMENTS/LICENSES

1. Must possess and maintain a valid State of Oregon driver’s license without record of suspension or revocation in any State.
2. No felony convictions or disqualifying criminal history.
3. Documentation of completion of NIMS 100, 200, 300, 700, 800 training.
4. NFPA Fire Officer I or will be required within twelve (12) months of hire.

DESIRABLE EXPERIENCE, EDUCATION AND CERTIFICATIONS

Bachelor’s Degree in management, business/public administration, health care administration, or a closely related field, from an accredited institution is desired.

PHYSICAL DEMANDS OF POSITION

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools, or controls. The position requires mobility, including fire scenes. Duties involve moving materials weighing up to 15 pounds on a regular basis such as files, books, office equipment, etc., and may weigh up to 80 pounds. Manual dexterity and coordination are required less than 50 percent of the work period while operating equipment such as computer keyboard, motorized vehicles, calculator, communication devices, etc. Reasonable accommodation will be provided to otherwise qualified individuals with a disability and known limitations.

WORKING CONDITIONS

Incumbents may be subjected blood and other bodily fluids and travel. Most work occurs under usual office working conditions. The noise level in the office is typical of most office environments.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: June 2015