



Job title	<i>Deputy Chief of EMS</i>
Reports to	<i>Chairman, Union Fire Company #1 Board of Directors</i>

Job purpose

The Deputy Chief of EMS is responsible for the overall operational management of the EMS Division and supervisory duties of the career and volunteer EMS leadership and staff.

Duties and responsibilities

- Assumes responsibility and oversight for all departmental EMS operations
- Coaches and develops career and volunteer staff and leadership
- Liaisons with the Fire Chief for all operational issues
- Establishes and maintains relationships with municipalities, mutual aid emergency services providers, hospitals and county and state agencies pertaining to EMS
- Attends community functions as available to promote the department
- Oversees the human resources functions related to employment including but not limited to new hire on boarding, employee counseling, performance improvement and separations of employment
- Maintains personnel files of career and volunteer EMS staff
- Maintains responsibility for EMS billing and quality assurance of submitted patient care reports
- Serves as the department's Privacy Officer
- Serves as the department's Infection Control Officer
- Attends county and state EMS meetings as available
- Functions as the on-duty Shift Supervisor as needed
- Responsible for the enforcement of adherence to department standard operating guidelines, the employee handbook and directives issued by department leadership.
- Acts as a role model within and outside the work environment
- Other duties as assigned by the Board of Directors

Expectations

- Adheres to County Government Policy and Procedures
- Adheres to department standard operating guidelines, the employee handbook and directives issued by department leadership
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services
- Consistently reports to work on time prepared to perform duties of position
- Meets departmental productivity and quality standards
- Participates in community events as available
- Promotes this department in the community
- Provides the Board of Directors with a monthly report of the departments status at one of two monthly Board of Director meetings
- Liaisons with the Fire Chief for all operational issues

- Works in conjunction with the appointed Administrator of the Ambulance Division
- Maintains a 24 hour a day on call status
- Works within the incident command system on incidents requiring EMS support
- Covers EMS shifts as needed to ensure a constant state of readiness is maintained
- Participates in ongoing training internally and externally

Knowledge and Skills

- Extensive knowledge of departmental and County Emergency Services Departmental operations, policy, procedures and administrative orders
- Extensive knowledge of applicable Commonwealth of Pennsylvania, Department of Health, Bureau of EMS statutes, rules, administrative orders, policies, protocols and procedures
- Extensive knowledge of the techniques, principles and practices of emergency medical care
- Demonstrates sound judgment and discretion in the management of subordinates
- Thorough knowledge of local streets and hospital locations
- Has exceptional organizational, management, human relations and technical skills
- Skill in driving an emergency vehicle, operation of emergency medical and related equipment
- Knowledge of emergency communications and procedures
- Knowledge of record keeping, completion of a patient care record in both written and electronic format
- Skill in working under stressful situations, in receiving and assessing information, then making appropriate decisions for response
- Ability to quickly assess and make accurate decisions concerning human life
- Knowledge of the Incident Command System
- Skill in applying the principles of mid-level management and supervision
- Skill in effectively maintaining equipment, facilities and operations; determining when maintenance may be required
- Skill in determining the kind of tools and equipment needed to complete a job
- Skill in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- Ability to quickly assess and make accurate decisions concerning human life
- Skill in effectively managing staff, equipment, facilities and operations associated with multiple site locations
- Ability to take a proactive approach in forming relationships with community service partners
- Ability to give, receive and professionally respond to constructive criticism from service partners

Qualifications

Minimum Qualifications include:

- 10 years of experience as a certified EMT or Paramedic in the Commonwealth of Pennsylvania
- An Associate's degree in healthcare, emergency management or a related field
- 5 years of experience managing a department of at least 30 staff members
- Experience managing a department with a budget of greater than \$1,000,000

- A valid, non provisional class "C" or greater, motor vehicle license that is not under suspension or revocation
- Credentialed Emergency Medical Services Vehicle Operator
- NIMS 100,200,700 and 800
- Certified CPR and First Aid Instructor

Working conditions

While performing the duties of this job, the incumbent is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Physical requirements

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is occasionally required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 200 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus..

Direct reports

- Administrative Lieutenant, Operations Lieutenant, Administrative Captain, Operations Captain
- Staff & Members of the Union Fire Company #1 Ambulance Division

Adopted by:	<i>Union Fire Company #1 Board of Directors</i>
Date approved:	<i>March 9, 2020</i>
Reviewed:	<i>March 9, 2020</i>