

Division Chief - EMS

POSITION SUMMARY

The Division Chief of EMS directs, manages, supervises, and coordinates EMS programs and activities within the Dickinson Fire Department. This role coordinates with other departments and outside agencies and provides operational and administrative expertise for emergency medical services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Act as liaison to the EMS community and medical director.
- Recommend selection and evaluate performance of firefighter/emergency medical technicians (FF/EMTs) and firefighter/paramedics (FF/Ps).
- Oversee all operations within the EMS division, ensuring effective management and coordination.
- Manages the full lifecycle of staff engagement, from hiring and onboarding to ongoing training and development. Conduct performance evaluations, provide coaching, and recommend disciplinary actions as necessary.
- Establishes and maintains EMS standard operating guidelines (SOGs).
- Administer Dickinson Fire Department policies and procedures.
- Maintain educational profiles and EMS records for all Dickinson Fire Department members.
- Develop EMS training and continuing education programs meeting local, state, and federal requirements.
- Implement quality assurance and improvement techniques for EMS service delivery.
- Review EMS patient care reports for proper care and identify areas for improvement.
- Ensure adequate stock and secure record-keeping of EMS supplies and drugs.
- Ensure compliance with North Dakota statute for equipped and supplied permitted vehicles.
- Assist in formulating and managing the annual EMS division budget.
- Attend seminars and training to stay abreast of firefighting and emergency medical response advances.
- Supervise and coordinate emergency operations, including firefighting, disaster relief, hazardous material control, extrication, and medical incidents.
- Conduct pre-incident and post-incident analysis with company officers.
- Maintain personnel and operational responsibility files and write reports.
- Respond to and potentially assume command of emergency incidents.
- Serve as Dickinson Fire Department's compliance officer for personnel training objectives.

Knowledge, Skills, and Abilities: (position requirements at entry)

- Familiarity with Dickinson Fire Department SOGs and City of Dickinson Human Resource Manual.
- Principles and practices of fire suppression, inspection, and prevention.
- Operation and maintenance of firefighting and rescue equipment.
- Conflict resolution.
- Effective oral and written communication skills.
- Proficient in fire department databases, computer programs, and reporting.
- Knowledge of EMS practices and the ability to work under crisis conditions.
- Judgment and decision-making within established fire department policies and procedures.

QUALIFICATIONS

Education and Experience (position requirements at entry):

- Associate's degree required; Bachelor's degree preferred in Emergency Medical Services Administration, Fire Science, Public Administration, or a related field.
- Five (5) years of progressively responsible experience as a National Registry Emergency Medical Technician (NREMT)-Paramedic in a career or combination Fire/EMS Department, including two (2) years of supervisory experience equivalent to Fire Lieutenant or higher.
- Equivalent combinations of education and experience are acceptable.

Special Requirements (position requirements at entry):

- Valid ND Driver's License.
- Nationally Registered Paramedic (NRP).
- North Dakota Paramedic Licensure (must be obtained upon hire if from out-of-state).
- Required certifications (instructor-level preferred): AHA BLS CPR, AHA ACLS, AHA PALS, NAEMT PHTLS, NAEMT AMLS, NAEMSE Instructor Level I or ND EMS Instructor/Coordinator.
- NIMS/ICS certifications: ICS 100, 200, 700, 800.
- Additional certifications to be obtained within one (1) year of hire: ProBoard and/or IFSAC Hazardous Materials Awareness and Operations, Fire Fighter I & II, BlueCard Command Certification, NIMS/ICS 300 & 400.
- Additional certifications to be obtained within two (2) years of hire: ProBoard and/or IFSAC Fire Instructor I, Fire Officer I & II.

WORKING CONDITIONS

- Physical requirements typically include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- They may be subjected to hazardous conditions, including, but not limited to, fumes, odors, dust, gases, chemicals, poor ventilation, body fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

The work entails strenuous physical activity, frequent exposure to inherent dangers, including the risk of physical harm and exposure to hazardous substances, challenging working conditions like adverse weather, and a heightened risk of accidents or health issues. Identifying and mitigating these threats can be challenging.

Classification: Grade FP3, Step1

FLSA: Exempt

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Reviewed by:

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