

POSITION TITLE: ASSISTANT CHIEF - EMS

DEPARTMENT: FIRE DEPARTMENT

SUPERVISOR: FIRE CHIEF

LOCATION: FIRE DEPARTMENT

HOURS: Part-time management position. Hours will be adjusted to meet the needs of the organization and scheduled activities that need the appropriate attention.

A. GENERAL STATEMENT OF DUTIES

The Assistant Chief-EMS directs the activities of the Captain-EMS, Lieutenant-EMS, EMS personnel, supervises and has responsibility for safety. Duties also include the assignment, direction, and supervising medical emergencies, and related life and property protection; implementing and/or integrating into an incident management system; making decisions regarding EMS methods to be used; deploying and managing personnel; ensuring the safe operation of EMS equipment and apparatus; and assisting with, and participating in, public education, community relations, and fire prevention programs and activities.

1. Direct, oversee and participate in work activities, projects and programs; monitor work flow, review and evaluate work products, methods, and procedures.
2. Assist in development of operating and capital budgets.
3. Responsible for oversight of EMS activities and operations.
4. Provide positive leadership and development to personnel so as to foster a good work environment and a qualified and capable department.
5. Recommend, develop and administer policies and procedures.
6. Coordinate activities with those of other departments and outside agencies and organizations; represent the department in a positive and professional manner.
7. Participate in recommending the appointment of personnel; conduct and continuously review and document member performance; coordinate staff training; work with members to correct deficiencies; implement discipline procedures; recommend member terminations.
8. Attends staff meetings.
9. Attends Public Safety Committee meetings.
10. Attends seminars pertaining to the latest techniques of EMS training.
11. Reviews run sheets for billing and send them to the billing service.
12. Post runs to the State of Wisconsin.
13. Organize training courses that pertain to higher levels of training.
14. Schedules refresher classes every two years for license renewal.
15. Schedules yearly recertification classes (Defib., Combitude, CPR).
16. Record payroll hours and prepare monthly payroll reports.
17. Complete annual reports to be submitted to the State of Wisconsin.
18. Enforce Federal, State, and County Guidelines.
19. Approves duty schedule of EMS crews.

20. Order medical supplies and equipment when needed.
21. Make sure the ambulances are in proper working order mechanically.
22. Assist in the recruiting process for obtaining new members.
23. Submit new guideline changes and/or operational plan changes to the State EMS office.
24. Respond to emergencies as necessary and assume an appropriate role within the Incident Command System.
25. Respond in a timely and positive manner to complaints and requests for information.
26. Other duties as assigned by the Fire Chief.
27. Reports to Fire Chief.
28. Maintains prompt, predictable and regular physical attendance.
29. Maintains the ability to lawfully perform all duties required of the position at all times.
30. Perform the physical duties of subordinate personnel.

B. QUALIFICATIONS

- Eight years' experience in the EMS service with a minimum of the last five years with the Saukville Fire Department
- Must be at the highest level of training of which the service is licensed through the state.
- Must have good communication skills with the community and ambulance personnel.
- Must have the ability to communicate with the State EMS office regarding operation plans, guidelines, and any other required paperwork up to date.
- Must have the ability to perform advanced life support procedures that conform to the State and County levels.
- Knowledge of the latest policies and procedures of any new guidelines. This is done by maintaining contact with the County Medical Director and arranging training for the latest policy and procedure changes.
- Must have the following completed and certified training:
 - EMT Basic Training
 - CPR Certification
 - Defibrillation Training
 - Combitube Certification
 - EMT I.V. Tech Certification
 - Certification required by County Guidelines, e.g. drug administration
- Be familiar with the proper requirements, guidelines and procedures when calling for Flight for Life on scene.

C. PHYSICAL REQUIREMENTS

- Work is performed in a variety of extreme and harsh Wisconsin weather conditions.
- Operates motor vehicles (i.e., automobiles, ambulances and vehicles) requiring a standard Wisconsin Driver's License.
- Works in small, cramped areas in order to rescue trapped, endangered, or injured people.
- Climbs ladders or steps, and works at heights greater than 10 feet to reach people.
- Moves dirt and burned-building debris to rescue trapped or endangered persons.

- Moves objects weighing up to 50 pounds or more (i.e. EMS equipment, trauma boxes, persons on body boards for distances of more than 20 feet.
- Detects odors, such as natural gas leaks while performing emergency work; sounds, such as traffic sounds when approaching traffic at vehicle accidents in roadways or impending building collapse.
- Verbally communicates, such as calls for assistance; and alarms, sirens, and identifies other signs of alarm or warning in order to remove self from danger and assist others in hazardous situations.
- Distinguishes colors to identify chemicals involved in fires by smoke color and other situations where identification is necessary, such as hazardous materials.
- Enters data into a personal computer (PC) or other keyboard device to document fires, first aid incidents, reports and other documents.

CONCLUSION

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The Village is an Equal Opportunity Employer. In compliance with state and federal law, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Prepared by the Fire Chief on _____.

Reviewed and Approved by the Village Administrator on _____.

Reviewed and Approved by the Village Board on _____.

I have received the job description and I understand the duties of the position. I will ask any questions about any duties within the description or assigned to me that I do not understand.

Employee: _____ Date: _____

Fire Chief: _____ Date: _____

Village Administrator: _____ Date: _____