

CHIEF OF EMERGENCY MEDICAL SERVICES

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a high level administrative and supervisory position in the support services of fire department operations. The incumbent manages the operation of the fire department's Emergency Medical Services Division. Major duties include working with medical experts to develop treatment protocols for use by department emergency medical technicians, assembling teaching material for use in training for medical emergencies, recommending the purchase of equipment and supplies for emergency medical operations of the department, and handling any correspondence relating to the operation of emergency medical services. Supervision is exercised over employees in the classes of Assistant Chief of Emergency Medical Services, Supervisor of Emergency Medical Services and over employees involved in emergency medical training or who are providing emergency medical assistance. The employee of this class works with a high degree of independence, reporting to and having work reviewed directly by the Deputy Chief of Operations.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of department emergency medical services. Sets management policies, goals, and objectives for the division. Determines how operating units of the division should be organized, along with the number and distribution of such units. Plans, organizes, assigns, and directs division operations with respect to equipment and apparatus. Delegates authority to subordinates for the more effective work of the department when needed. Participates in the development of policy and procedure manuals for emergency medical services for the department. Keeps informed on local trends that may affect emergency medical services.

Exercises direct supervision over subordinate personnel. Supervises division employees by inspecting equipment or personnel, assigning work or duty areas, approving leave, evaluating work performance, and providing assistance to subordinates in technical areas of work. Conducts inspections and observes emergency medical operations; evaluates medical services and discusses such evaluations with employees providing medical services. Sees that discipline is maintained by counseling employees who are experiencing work problems or recommending disciplinary action against subordinates.

Provides for the development of a training program in emergency medical services and setting of priorities for training. Oversees the development of teaching material to see that all training procedures are developed and maintained following acceptable medical standards. Conducts formal training classes, informal training sessions, or on-the-job training in designated areas of emergency medical service operation or in areas necessary to prepare personnel for Emergency Medical Technician certification. Evaluates the effectiveness of training to determine the need for additional training or changes in program. Works with medical experts and training personnel to critique field operations.

Gathers information to be used in compiling budgets. Submits an operating budget for the Emergency Medical Services Division. Provides for accounting of all emergency medical services monies and assets. Authorizes expenditure of funds for medical services. Prepares specifications for public bids and oversees the bidding process. Purchases or recommends the purchase of equipment and supplies keeping such purchases within the established budget. Writes requests for grants or other special funds to aid in the operation of the emergency medical service.

Reviews official correspondence directed to the Emergency Medical Services Division and responds as needed. Personally completes, and supervises the preparation and maintenance of emergency medical services forms, records, and reports completed by subordinates. Determines what information should be included in divisional records and in what form this information should be kept. Reads graphs, charts, manuals and computer printouts to compile data and writes narrative reports related to the operation of emergency medical services.

Responds to fire or emergency calls to direct the emergency medical operations and the use of medical equipment. Participates in the Incident Command System. Provides emergency medical care to the sick or injured at the emergency scene or while in transport to the hospital emergency department. Observes and evaluates emergency medical procedures at the emergency scene in order to correct errors or to incorporate needed changes into the training program. Directs operations pertaining to emergency medical services at mass casualty incidents. Follows triage procedures.

Promotes a positive public image of the fire department and the Emergency Medical Services division. Serves as department representative at all meetings required by the local governing authority to give reports, offer advice, or make recommendations. Communicates with other medical professionals and the public, dealing with complaints, answering questions, and discussing division operations or training. Conducts polls, surveys, and other information gathering devices, on questions or problems relating to the emergency medical service and compiles statistics for use in records and reports. Serves as a liaison between fire service medical operations and area hospitals. Serves as consultant for emergency medical services in surrounding areas.

Supervises the general care, maintenance, and use of emergency medical services equipment, apparatus, and other related property. Supervises the ordering and disbursement of all supplies and equipment needed by division personnel.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Assistant Chief of Emergency Medical Services immediately preceding closing date for application to the board.

Must be certified as an Emergency Medical Technician-Paramedic.

BC	11-18-87
Rev	03-18-92
	11-09-94
	11-04-04
	09-19-07
	03-21-12