

Position/Role Description

Chief

<u>Direct Report of:</u>	District President Medical Director	Board of Directors
<u>Peers With:</u>	District Manager Quality Assurance and Quality Improvement Coordinator	Safety Officer Privacy Officer Personnel Officer Public Information Officer
<u>Direct Reports:</u>	Assistant Chief Fire Marshal	Training Officer Chaplain
<u>Locations:</u>	District Headquarters	Pleasant Prairie Station
<u>Resources Provided for District business:</u>	Laptop computer Mobile radio Personal Protective Equipment (PPE) Continuing education (if EMT)	Photocopier/printer Uniform and badge Business cards Response application Training and education
<u>Memberships:</u>	Firefighters Association of Missouri (FFAM) Missouri Emergency Medical Services Association (MEMSA), if EMT Missouri Association of Fire Chiefs (Mo Chiefs) International Association of Fire Chiefs (IAFC)	
<u>Compensation and Allowances:</u>	Paid \$1,500 per month	Mileage, uniform, and wireless telephone allowances
<u>Assignment:</u>	Part-time	On – Call 24 hours a day, 7 days per week
<u>Maximum Staffing Level:</u>	1 position	

Primary Responsibilities:

Progressively leads all emergency services operations for the protection of life and property in the District, particularly emergency medical services (EMS), firefighting, and fire prevention.

Ensures District goals are met and works towards fulfilling the District's vision.

Consults with the Medical Director and Board of Directors in terms of policy and planning but works independently in leading operations.

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Administrative Duties:

- Prepares reports and documentation of training, maintenance, operations, and other activities
- Prepares and delivers presentations and monthly reports to the District's Board of Directors, including use of information from the National Fire Incident Reporting System (NFIRS)
- Prepares annual budget requests to the Budget Officer
- Controls spending within budget

Important Duties:

- Serves as the primary spokesperson for District operations
- Complies with and enforces applicable state statutes and federal laws and regulations, e.g., traffic laws
- Helps draft and recommend policies and goals and content for the District's Strategic Master Plan
- Establishes and maintains District standard operating procedures and guidelines
- Conforms to and enforces District policies and standard operating procedures or guidelines
- Operates EMS, first aid, and firefighting equipment as necessary
- Provides process for EMS, first aid, and firefighting equipment to be cared for, tested, and maintained
- Works with the District Manager to provide processes for managing the inventory of EMS and firefighting equipment and supplies
- Works with the Facility Manager to provide processes for cleaning and maintaining District buildings, apparatus, and grounds
- Evaluates need and makes recommendations for the purchase of apparatus and equipment
- Develops District activities and programs, including community activities, education, and emergency preparedness
- Assigns personnel and equipment
- Responds to alarms and serves as the Incident Commander at the scene of incidents as necessary according to the District's standard operating procedures or guidelines
- Initiates continuous improvement of operations and protocols, improved outcomes by sponsoring quality assurance and quality control activities reducing response times and streamlining work processes
- Provides processes to assure seamless quality customer service
- Ensures periodic training exercises and drills are held to increase emergency services knowledge and skill proficiencies and participates in those periodic training exercises and drills
- Ensures proper authorities are notified when an arson investigation may be warranted and supports arson investigation activities
- Ensures development of and activities are conducted that involve the insurance industry and local, regional, state, and federal agencies, especially regional planning, and emergency preparedness.

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- Ensures development of and activities are conducted with those responsible for water service relative to fire protection and participates in those activities
- Approves and attends conferences and seminars to keep abreast of developments in emergency services and public administration
- Initiate, leads, or sponsors special projects such as ISO improvement, fire station construction, strategic master plan update, economic development, elections, etc.
- Works with the Personnel Officer to develop employee recruitment and retainment programs
- Participates in the hiring process, including interviewing applicants
- Interviews candidates in the promotion process
- Recommends personnel actions to the Board of Directors

Desired Knowledge:

- Advanced Life Support (ALS) emergency medical services

Required Knowledge:

- Basic Life Support (BLS) emergency medical services
- First aid, including cardiopulmonary resuscitation (CPR) and automatic external defibrillation
- Fire hazards and fire prevention techniques
- District streets, roads, highways, locations, and known hazards
- Principles, practices, methods, and equipment employed in modern emergency services, including operations and maintenance, including the National Incident Management System (NIMS)
- Safety standards and precautions pertaining to EMS, first aid, and fire suppression activities and the use and operation of emergency services equipment
- EMS regulations, particularly Missouri Department of Health and Senior Services regulations, e.g., first response, automated defibrillation, basic life support, etc.
- Record keeping and its application to national incident reporting, patient care, fire prevention, staffing, and emergency services administration
- District ordinances, policies, standard operating procedures or guidelines and state statutes and regulations pertaining to emergency services and public administration
- Leadership principles and practices for a modern emergency services organization
- Principles and practices of management systems and processes

Required Abilities:

- Uses EMS equipment, e.g., stethoscope, oxygen delivery system, blood pressure cuff, airways, etc. or apparatus in emergency situations
- Processes patients, including fracture and spinal injury management; burn management; obstetrical emergencies; airway management; and triage of patients in a mass casualty incident
- Administers medications according to District protocols

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- Follows commands and instructions from the Safety Officer
- Uses good judgment in operational activities consistent with carrying out the District's mission, policies, operating procedures or guidelines achieving goals, and fulfilling the District's vision
- Establishes relationships and works well with District employees, other officials, the public, and other agencies
- Works well with the public and employees of other agencies
- Works safely without presenting a direct threat to self or others
- Gathers information by interviewing and obtaining the statements of victims and witnesses at the scene of an incident to take safe and effective action and provide safe and accurate treatment
- Prepare reports and documentation as necessary for national incident reporting, with clearly organized thoughts using proper English sentence construction, punctuation, and grammar
- Communicates with co-workers and employees of other agencies
- Comprehends and makes inferences from written material
- Leads multidisciplinary staff in EMS, firefighting, fire prevention, and emergency services activities, giving commands and instructions as necessary, especially in emergency situations
- Provides organizational leadership
- Performs a broad range of leadership, supervisory, and managerial responsibilities over others, including disciplining employees
- Assesses overall operational effectiveness in carrying out the District's mission, achieving goals, and fulfilling the District's vision
- Defines the training needs of subordinate personnel
- Plans for subordinate personnel to be trained and participate in periodic training exercises and drills, including activities involving regional disaster response
- Communicates with District personnel, patrons, or the public in face-to-face, one-on-one, group, or over the telephone types of settings.
- Observes, monitors, and compares data to determine compliance with the District's policies and standard operating procedures or guidelines
- Reviews or checks the work of others for conformance to the District's policies and standard operating procedures or guidelines
- Basic computer skills such as emailing, word processing, spreadsheets, applications, and presentations
- Detects symptoms or evidence of illness or injury to provide a basis for effective treatment
- Communicates with persons at the scene of incidents, e.g., patients
- Uses first aid and firefighting equipment, including automated external defibrillators (AEDs), fire hoses, and apparatus at emergency incidents
- Ventilates burning buildings by opening windows and creating holes in roofs and floors
- Performs searches and rescues, including inside burning buildings and rescuing trapped or endangered persons
- Forces entry into locked vehicles or structures

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- Assists in advancing hose lines and making hydrant connections
- Puts water streams on fires
- Overhauls fire scenes
- Detects gas leaks
- Performs routine apparatus and vehicle maintenance

Desired Licensure:

EMT-Paramedic or greater, e.g., Registered Nurse, etc.

Required Licensure:

EMT-Basic

Training and Experience:

Combination of experience and education that meet the training and experience may be substituted for the following:

- Degree or advanced training
- Four years of supervisory, managerial, and/or leadership experience with familiarity of all phases of emergency services operations
- Five years' experience as an Emergency Medical Technician (EMT) and a firefighter
- Firefighter II, Fire Officer II, or Fire Instructor II certifications

Confidentiality:

Regularly works with data, processes, or confidential information where disclosure is a serious breach of trust and potential violation of law.

Working Conditions:

At times, this position requires disagreeable working conditions that include exposure to any number of elements (individuals with injuries, illnesses, contagious diseases, toxic chemicals, hazardous substances, excessive heat, cold, noise, inclement weather as well as occupational hazards such as exposure to smoke, fire, and explosions; etc.), with several continuously present to the extent of being objectionable.

Required Mental and Visual Demands:

- Intense and exacting mental and visual attention, involving the performance of complex work
- Continuous attention to detail

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Physical Requirements:

- Operates medical equipment such as a stethoscope, oxygen delivery system, blood pressure cuff, airways, etc.
- Lifts and moves patients with and without stretchers
- Lifts, moves, positions, and climbs ladders, e.g., to gain access to upper building levels
- Climbs through rafters, on roofs, and through confined spaces
- Opens and closes valves
- Advances large-diameter hoses while discharging water
- Carries heavy loads up and down stairs
- Hears and responds to visual and auditory alarms, e.g., traffic sounds, sounds of impending building collapse, alarms, sirens, calls for assistance, and other audible signs of alarm or warning in emergency situations
- Communicates effectively via two-way radio, e.g., with dispatch
- Grasps and safely operates or uses tools such as an axe, pry tools, pike pole, rope, chainsaw, shovel, hydraulic or pneumatic rescue equipment, gas detectors, thermal image cameras, etc.
- Wears personal protective equipment (PPE) such as gloves, goggles, face masks, gowns, and some PPE weighing approximately 70 pounds in high humidity (up to 100 percent) situations that significantly impairs body cooling; in environments with extreme temperature fluctuations (400+ degrees Fahrenheit); and requiring a tight-fitting respirator, i.e., self-contained breathing apparatus (SCBA) for respiratory ventilation
- Operates oxygen delivery system, automated external defibrillators (AEDs)

Additional Requirements:

- Ability to respond to incidents within 20 minutes when available for duty
- Excellent attendance and active participation
- An individual in this position may use personal or District vehicles on District business; therefore, if an individual uses personal or District vehicles, the individual must be physically capable of operating the vehicle safely, possess a valid driver's license, and have an acceptable driving record
- Use of a personal vehicle for District business will be prohibited if the employee does not have personal insurance coverage

Note: This Job Description will be reviewed from time to time and adjusted, if necessary.