SOUTH KING FIRE AND RESCUE
JOB DESCRIPTION

TITLE: **Division Chief of EMS** **EXEMPT**

DEFINITION

The Division Chief of EMS is the Fire District's EMS Officer. The Chief of EMS oversees the delivery of emergency medical services (EMS) and related training. This confidential management staff position is excluded from organized labor. As a senior member of the District's management team, the Division Chief assists the Fire Chief, Assistant Chief, and Executive Director with long-range planning, budget preparation, and collective bargaining. This position works with the administration to ensure incident preparedness and response capabilities for medical, mass casualty, and disaster occurrences. Works in collaboration with other Division Chiefs and Directors to ensure constancy and productivity across all functions.

SUPERVISION RECEIVED AND EXERCISED

This position reports directly to the Assistant Chief of Operations. The Division Chief serves in an administrative, operational, and supervisory capacity. Manages divisional supervisors that oversee emergency medical operations, EMS training and development, and special programs. Provides personnel administration and relations through collective bargaining agreements, policies, and state and federal laws. Under the direction of the Assistant Fire Chief, may assist in hiring, promoting, and transferring personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Establishes policies, procedures, and practices necessary to manage a successful EMS program. Advises Fire Chief, Assistant Chief, and the Board of Fire Commissioners, on laws and standards that govern the emergency medical services of the District. Prepares the annual EMS budget and monitors expenditures throughout the fiscal year. Coordinates with the EMS training officer and South King County Training Consortium staff to ensure all required EMS training, documentation, and certification records are accurate and timely. Other EMS responsibilities include completing policies, referendums, and contracts consistent with the District's goals, timelines, and budget.

The Division Chief manages a Mobile Integrated Health (MIH) or a comparable community medicine outreach program. Program management includes creating, executing, and monitoring objectives, budget planning, and financial oversight. Assignments consist of developing and implementing all rules and regulations for MIH operations by all local, state, and federal laws, labor agreements, and policies established by the Board of Fire Commissioners. Additionally, duties must ensure that the MIH program meets King County EMS standards and performance metrics while communicating directives with all stakeholders and attending necessary meetings. Works in partnership with external agencies to inspire innovation, share skills, transfer knowledge, and, if appropriate, leverage resources to improve the delivery of MIH to the community.

Acts as the District representative to hospitals, care facilities, physicians, health departments, and other medical community agencies. Attends conferences and meetings to keep abreast of current trends in the field. Serves as a liaison in meetings and functions with the various local, county, state, and federal departments and agencies, the cities of Federal Way and Des Moines, and external resource groups and committees assigned by the Assistant Chief. Administers and participates in community public relations

activities, including membership in civic organizations, public education, and fire safety programs.

PERFORMANCE REQUIREMENTS

Knowledge of:

- Experience in managing change due to growth in the community and the courage and wisdom to take on challenging issues that may conflict with the cultural norms of the agency and community.

- Experience in positive collective bargaining and labor relations and the confidence and ability to build strong relationships internal and external to the agency.

- Proficiency in conducting and or supervising annual performance appraisals for assigned personnel.

- Fire District regulations and procedures, interest-based collective bargaining agreements and labor laws, and fire prevention ordinances.

- Knowledge of departmental policy, Washington Firefighter Safety Standards, N.F.P.A. Standards, and International Fire and Building Codes.

Skill in:

- Management skills to include supervisory skills, problem analysis, performance analysis, decision making, planning, organizing and management control, adaptability, flexibility, stress tolerance, conflict resolution, counseling techniques, motivational techniques, time management, personnel forecasting, and public relations.

- Communication skills include group facilitation, active listening, collaboration, and feedback management. Ability to work with a diversity of people. Excellent writing and public speaking skills. Knowledge and proficiency in the negotiation of collective bargaining agreements.

- Ability to respond to emergencies and assume or delegate authority appropriately, including the physical ability to participate in fire suppression and emergency activities.

Ability to:

- Ability to develop and work toward achieving district-wide goals and objectives through effectively using financial and human resources, analyzing community needs, and effectively identifying needed improvements.

- Deal courteously and effectively with all customer groups.

- Provide supervision, training, and evaluation of assigned staff.

- Counsel personnel to encourage their development.

- Conduct work in an ethical, professional, and respectful manner.

- Establish and maintain cooperative and effective working relationships with citizens and stakeholders, both internal and external.

EDUCATION AND EXPERIENCE

- Associate degree in a Fire Discipline or related field from an accredited college.
- Five (5) years of progressive experience in fire and emergency medical services work at a minimum rank of permanent grade Captain or an equivalent combination of education and experience as approved by the Fire Chief.
- Completion of Incident Command Systems (ICS) 100, 200, 300, 400, 700, and 800.

DESIRABLE

- Five (5) years of experience as a Firefighter/Paramedic.
- Graduation from a regionally accredited college or university with a minimum of a bachelor's degree in Business Administration, Public Administration, or a related field.
- Experience with Mobile Integrated Health/Community Medicine programs.
- Experience with contract management, negotiations, request for proposals and request for qualifications.

SPECIAL REQUIREMENTS

- Must possess a valid Washington State driver's license with certification of Emergency Vehicle Incident Prevention (EVIP) or equivalent, without a record of suspension or revocation in any state.
- No felony convictions or disqualifying criminal histories within the past seven years.
- Insurable by Department insurance carrier.
- Must pass a District required illegal–drug screening, reference check, criminal and credit background check.

TOOLS AND EQUIPMENT USED

Emergency medical aid unit, fire apparatus, fire pumps, hoses, standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, and a smartphone. An automobile is provided with this position, equipped with emergency response technology, lights, sirens, radios, and a mobile data computer.

PHYSICAL DEMANDS

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully.

While performing the duties of this job, the employee is frequently required to sit, talk or hear, stand, walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, crawl, and taste or smell.

The employee must frequently lift and move up to 10 pounds and occasionally lift and move up to 100 pounds. This job's specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed primarily in offices, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during the day and night shifts. Work is often performed in emergency and stressful situations. The individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

The employee may work near moving mechanical parts in high, precarious places and is occasionally exposed to wet and humid conditions, fumes, airborne particles, toxic or caustic chemicals, electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

WORKING CONDITIONS

The work environment characteristics described here represent those an employee encounter while performing this job's essential functions. Reasonable accommodations may enable individuals with disabilities to perform essential functions.

Work is performed primarily indoors in an office environment or maybe performed outside at an emergency scene. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

The examples of duties are intended only as illustrations of the various types of work 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 appointment.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change as the employer's needs and requirements change.

South King Fire and Rescue is proud to be an Equal Opportunity Employer and prohibits discrimination and harassment of any type toward current and prospective employees in accordance with federal, state, and local law.

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