



## **Division Chief of Emergency Medical Services**

**Reports to: Deputy Chief of Operations**

**Department: Operations**

**Employment Status: Full-Time**

**FLSA Status: Exempt**

**Supervisory: No**

### **General Purpose Statement**

The Division Chief of EMS is responsible for the development and implementation of policies and procedures directing Medical Rescue, Pre-Hospital Care, Quality Assurance, Public Health Care Programs, Infection Control, EMS Training programs, and personnel development. This position's areas of responsibility include ensuring all EMS personnel are adequately trained in state and National standards, and are current with their required EMS Certifications.

### **Essential Duties and Responsibilities**

- Under the direction of the Deputy Chief the Division Chief of EMS, develops curriculum and programs, and coordinates and implements training to ensure that EMS personnel are appropriately trained and certified
- Directs the training of career and volunteer members of the department; makes recommendations to the Deputy Chief regarding training needs of career and volunteer personnel
- Ensures training meets the standards of the following regulatory agency guidelines: National Registry of Emergency Medical Technicians; Colorado Department of Public Health and Environment Health Facilities and Emergency Medical Services Division Emergency Medical and Trauma Service Branch; and the Drug Enforcement Administration
- Adheres to Authority's SOG's
- Works with the Authority's medical director and Pitkin County Emergency Medical Services (EMS) on updating and implementing patient care protocols
- Represent Authority in the Regional Emergency Medical and Trauma Service Advisory Council meetings
- Represent Authority in the Pitkin County Emergency Medical and Trauma Services Advisory Council
- Represent Authority in the Pitkin County EMS Medical Direction Meeting
- Attend Local hospital trauma committee meetings
- Serve as liaison with academic and other agency EMS training programs
- Participates with the RFFRA EMS committee with changes, new implementations, and training
- Designated infection control officer
- Responsible for the development, review, and maintenance of the comprehensive records as related to Emergency Medical training and certification tracking of all Authority personnel and volunteers
- Oversight of the Authority's Transitional Controlled Drug Accountability
- Responsible for oversight of EMS care and documentation



- Responsible for the EMS Quality Management Program reporting to the Medical Director
- Works in conjunction with the Medical Director, and the Deputy Chief for strategic planning, goal setting, and objectives for the Authority's EMS programs within the areas of responsibility
- Advises Authority leadership on new requirements emerging in Emergency Medicine; and on new equipment, equipment replacement and failures as they relate to the areas of responsibility
- Responsible for EMS supply chain, and readiness of all EMS equipment
- Responsible for the security and record-keeping of all medications
- Responsible for evaluating and preparing grants for EMS activities, EMS apparatus and other Authority related needs
- Prepares and coordinates annual EMS budget and purchase requests with the Director of Finance and Deputy Chief as well as manages the EMS budget through acceptable accounting practices
- Works as an officer on call, and responds to fire and medical calls as needed or directed
- Other Duties as assigned

### **Knowledge, Skills, and Abilities**

- Possesses leadership and communication skills to effectively work with employees, volunteers, management, boards, and the public
- Knowledge of emergency medical services, principles, techniques, laws, regulations and ordinances
- Knowledge of budgeting and resource management techniques
- Knowledge of professional standards, operations, and mandates that govern emergency medical systems and best practice
- Knowledge of State and National testing and certification requirements
- Knowledge of Electronic Patient Care Reporting (EPCR) systems and Fire Record Management systems (FRMS)
- Knowledge of ambulance billing processes and Center for Medicare/Medicaid (CMS) practices
- Knowledge of regional EMS and health care systems
- Extensive knowledge of regional emergency medical response system
- Knowledge of fire suppression and the Incident Command Systems
- Knowledge of federal, state, and local laws, codes, and regulations
- Knowledge of fire department equipment and vehicles and their uses
- Knowledge of, and the ability to learn various software and internet based programs and tracking systems
- Ability to communicate effectively verbally and in writing
- Ability to speak in front of groups, deliver training material, and ensure understanding
- Ability to meet and deal with the public in a courteous and professional manner and promote a positive image of the Authority
- Ability to plan, assign, and coordinate the work of a group of employees, volunteers, members of the public
- Ability to adapt to participant's capabilities and resources including equipment, knowledge and experience
- Ability to effectively prioritize multiple assigned responsibilities as well as meet imposed deadlines and goals on time and to expectations
- Ability to operate without direct supervision, and to make appropriate and safe decision when required



- Ability to apply written policies and procedures in practical situations
- Ability to analyze medical data and records for system performance
- Ability to easily adapt to changes and new challenges
- Ability to analyze problems, identify alternate solutions, project consequences of proposed actions and implement recommendations in support of goals
- Ability to work on-call hours, including nights, weekends, and holidays
- Ability to use independent judgment and discretion
- Ability to adapt to a flexible schedule based on the needs of the Authority
- Ability to maintain all required certifications and licenses required to perform the position
- Skills to be self-motivated and an innovative thinker
- Skill in preparation of written reports, including upper-level policy recommendations
- Skill in evaluating and implementing new techniques in emergency medicine
- Skills to use spreadsheets for budgets, tracking and analytical work; PowerPoint/Google Slides for quality and informative presentations, and any other software that provides the position to work as efficient as possible

### **Minimum Qualifications**

An Associate's degree, preferred bachelor's degree in fire science, EMS, fire administration, business or public administration, or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered. At least seven (7) years in the fire service with two (2) years in a leadership capacity. Any combination of education, training, and experience which provides the required knowledge, skills, and abilities may be considered.

Must possess the following:

1. Valid Colorado Paramedic certification or license, within 30 days of employment
2. National Registry of Emergency Medical Technicians Paramedic (NRP) certification, within 90 days of employment
3. Colorado, Pro Board, or IFSAC Fire Firefighter II Certification, or equivalent
4. Colorado, Pro Board, or IFSAC Hazmat Operations Certification, or equivalent
5. Possession of a valid Colorado Driver's License, within 30 days of employment
6. BLS Provider, or equivalent
7. ICS 100, 200, 700, and 800 certifications;
8. 21 years of age

Additional Certification Requirement within a year of hire

9. American Heart Association Advanced Cardiovascular Life Support (ACLS), Basic Life Support (BLS) and Pediatric Advanced Life Support (PALS) Instructor within 12 months of employment
10. Certified Ambulance Compliance Officer within 12 months of employment
11. Attend Pediatric Emergency Care Coordinator (PECC) education within 12 months of employment
12. Attend Basic Field Training Officer Course and Developing and Managing the EMS Field Training Evaluation Program within 12 months of employment
13. S-130/190, or ability to obtain within 12 months of employment



*The employee is required to maintain either their EMT, EMT – Intermediate, or Paramedic certification, whichever certification the employee has at time of hiring or obtains during employment with the Authority. Maintaining the certification allows the employee to respond to calls and provide patient care should the need arise, which is an essential function of the position.*

### **Equipment, Environment, Mental, and Physical Activities**

- Driving: Must be able to operate vehicles in the normal course of duties
- Office equipment: Copier, fax, calculator, printer, scanner, phone, cell phone
- Computer equipment: Personal computer, laptop computer, tablet, Microsoft Office, and other software used in the profession and Authority
- Other equipment: Fire Fighting and medical equipment, tools; Radios and pagers; Authority vehicles, apparatus and equipment
- Language skills: Reads, interprets, and analyzes technical documents, codes and regulations, and professional journals; writes reports, business correspondence, training programs, procedures, and proposals; presents information and responds to questions individually and in small or large groups
- Mathematical skills: Performs mathematical calculations utilizing basic mathematical calculations and formulas
- Reasoning ability: Applies the principles of logic, scientific thinking, and fire science and special operation judgment to a wide range of intellectual and practical problems using multiple, complex abstract and concrete variables in order to collect data, establish facts, and draw valid conclusions
- Physical activities: Sit and stands for several hours at a time; may walk, stand, bend, stoop, reach, climb, carry and lift for short to long periods of time
- Lifting: May lift/carry and push/pull up to 100 pounds and occasionally lift or move up to 180 pounds
- Vision and hearing: Must be able to read paper and electronic documents. Must be able to differentiate colors and shades of color, hear sufficiently to converse with others and participate in meetings with large and small groups
- Exposure to environmental conditions: May be exposed to heat, cold, noise, smoke, water, odors, fumes, traffic, vibrations, grease/oil, and dust/dirt

### **Hours and Work Schedule**

This is a salaried position and is scheduled for 40 hours per week. Because this position may require work and on-call responsibilities outside of normal business hours, the work schedule will be flexible and managed by the supervisor.

NOTE: Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristic. The list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Unless the employee has an executed written contract with the Authority, employment with the Authority is terminable at will of either the employee or the Authority, at any time, without notice, cause or any specific disciplinary procedures.

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**Employee Signature**

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**Date**

12-2018, 11-2019, 3-2020, 3-2024