



## **Fire Battalion Chief – Emergency Medical Services**

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### **Summary**

Plan, organize, evaluate and direct the emergency medical services and emergency medical transportation service programs; command emergency response scenes; provide administration assistance for overall department operations.

### **Class Characteristics**

General direction is provided by the Fire Chief; responsibilities include the direct and indirect supervision of management, professional, technical, and support services positions.

This single class is a forty-hour per week position that is responsible for the emergency medical services program within the Fire Department. May assume fire suppression command responsibilities.

### **Essential Duties, Skills, and Demands of the Position**

*The duties, skills, and demands described here are representative for those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.*

#### Duties:

Plan, organize, evaluate, and direct the department's emergency medical services (EMS) program that includes Basic Life Support (BLS) and Advanced Life Support (ALS) prehospital medical services and ambulance transportation.

Coordinate and direct the Quality Assurance and Continuing Quality Improvement Program to ensure system effectiveness and continual improvement of the program.

Ensure personnel meet EMS education, training, and certification standards.

Review, revise, conduct, coordinate, and schedule various trainings.

Oversee and manage procurement of EMS supplies and equipment; maintain adequate inventory control and records of pharmaceuticals to comply with applicable rules and regulations.

Prepare and maintain required reports and records as mandated by local, county, state and/or federal requirements; serve as the department's Health Insurance Portability and Accountability Act (HIPAA) officer.

Act as liaison with local and state regulatory agencies, hospital personnel, medical billing contractors, paramedic trainers, City departments, other fire agencies, and the public in the course of managing the EMS program.

Develop and manage program budget and cost center; provide oversight of the fee for service, billing, and collection process.

Investigate and respond to complaints.

Serve as the required Infection Control Officer and oversee the department's infection control program.

Supervise multi-company response to emergency fire, medical aid, hazardous material, rescue and other situations and direct stations responding to the emergency.

Direct and coordinate the location and work of incoming companies; brief Fire Chief on the situation, explain strategy and tactics being employed; confer on and coordinate station operations and personnel issues with Fire Chief and Fire Captains; maintain command of emergency operations.

Develop specific proposals for action on current and future City needs; conduct analytical and operational studies and prepare recommendations and findings.

Assist in the selection of staff; appraise employee performance and counsel employees regarding work performance and procedures.

Interpret City regulations, policies, and procedures to staff; maintain records using a computer and prepare periodic, special, and technical reports.

May be called upon to give staff reports to City Council or management staff; may serve as the acting Fire Chief; perform a variety of public relations and public speaking duties.

Perform related duties as assigned.

Skills/Abilities:

Develop and implement EMS policies and procedures.

Effectively manage and coordinate a comprehensive EMS program.

Make appropriate plans and tactical decisions in multi-company response situations.

Plan, assign, direct, review, and evaluate the work of others.

Select, train, and motivate assigned staff.

Develop and implement goals, objectives, policies, procedures, work standards, and supervisory controls.

Assess emergency incidents and develop, implement, and direct appropriate response strategies.

Develop and conduct classroom and practical training courses and programs.

Render emergency medical care at the BLS level.

Maintain accurate records and prepare clear and concise reports and other written materials using a computer.

Operate a variety of tools, equipment, and apparatus used in fire, medical, and other emergency response. Skilled in the use of EMS medical equipment.

Learn the geographical layout of the City and locations of various fire suppression utilities.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move weight up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

**Qualifications**

Knowledge of:

Emergency medical services and emergency medical transportation including BLS and ALS standards and care delivery systems.

Supervisory principles and practices, including work organization and delegation, employee supervision, training and evaluation.

Principles, techniques, materials, equipment, strategy, and tactics used in fire suppression, investigation, prevention, and incident command.

Principles and practices of providing emergency medical response; the incident command system and structure.

Hazardous material and chemical spill response.

Applicable state and federal laws, codes, ordinances, and regulations.

Safety practices and precautions pertaining to the work.

Basic computer report production techniques.

Budget and financial planning.

Strategic planning.

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Education and Experience

*Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:*

Education:

An Associate's degree from an accredited college, with major work in health care, fire science, fire administration, public or business administration or related field. A Bachelor's degree is highly desirable.

Experience:

Three (3) years of experience at the fire captain level in a fire department comparable in size and complexity of the Petaluma Fire Department; and a minimum of two (2) years experience as a licensed State of California Emergency Medical Technician Paramedic (EMT-P). Experience with and knowledge of ALS ambulance transportation and operation is highly desirable.

Certificate/Licenses:

At the time of application must possess either a Fire Officer or a Chief Officer Certification from the California State Fire Marshals Office. If not current, a Battalion Chief is expected to obtain a Chief Officer certification within two (2) years of appointment.

Possessed a valid State of California EMT license.

Possession of a valid California Class C driver's license.

Must pass and maintain physical requirements as specified by the City and be able to wear self-contained breathing apparatus.

Established: 08/07/06

Resolution #: 2006-140 N.C.S.

Department: Fire

FLSA Status: Exempt