

RESOLUTION NO. 1219

A RESOLUTION creating the position of Division Chief of Emergency Medical Services, adopting a job description, and establishing a salary schedule for the position.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS AS FOLLOWS:

Section I

There is hereby created a new position entitled "Division Chief of Emergency Medical Services." Such position shall be under the supervision of the Fire Chief and shall be an FLSA exempt and non-union representative position.

Section II

The duties, responsibilities, and qualifications for the position shall be as set forth in the job description attached hereto as Exhibit A, as may be revised from time to time.

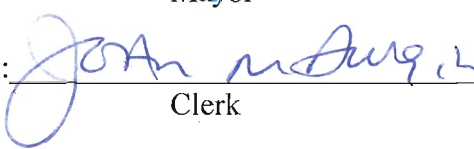
Section III

The salary steps for the position of Division Chief of Emergency Medical Services shall be as follows:


Position	1	2	3	4	5	6	7
Division Chief of Emergency Medical Services	7375	7596	7824	8058	8301	8550	8808

Adopted at a regular session of the Council of the City of Camas and approved by the Mayor this 20th day of September, 2011.

SIGNED: 
Mayor

ATTEST: 
Clerk

APPROVED as to form:


City Attorney

Division Chief of Emergency Medical Services

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB OBJECTIVES

Under administrative direction, to direct, manage, supervise and coordinate assigned programs and activities within the Fire Department; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and administrative support to the Fire Chief.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Assume management responsibility for assigned Fire Department functions; act as Fire Chief in the absence of the same.
2. Participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service emergency medical services delivery methods and procedures; recommend, within Departmental policy, appropriate service and staffing levels.
4. Assist in the selection, training and motivation and evaluate department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and recommend termination procedures as appropriate.
5. Operate emergency vehicles on hazardous road conditions.
6. Coordinate, organize and schedule assigned personnel and other resources to achieve departmental goals; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
7. Develop and issue bid requests for departmental purchases and coordinate with vendors on such purchases.
8. Coordinate department activities with those of other departments, agencies and City officials; assist with planning special operations and task forces.
9. Participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

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Division Chief of Emergency Medical Services (*Continued*)

10. Represent the Fire Department to other departments, elected officials, multi-jurisdictional committees and efforts, media to ensure accurate reporting of activities and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
11. Provide staff assistance to the Fire Chief; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of emergency medical services.
13. Respond to and resolve difficult and sensitive citizen inquiries and complaints; respond to questions and information requests from the news media.
14. Reviews all medical transport reports for quality assurance and accuracy.
15. Works with Medical Program Director to assure quality care is provided to all patients in accordance with medical protocols.
16. May function as the lead paramedic on emergency scenes as needed to maintain primary ALS care.
17. Monitor, distribution, and order all medical supplies, including medications in accordance with medical protocols.
18. Development, implementation, and monitoring, of a controlled substances accountability system, as required by the Medical Program Director and state and federal laws.
19. Knowledge of emergency medical treatment principles and methods and skills in their application.
20. Knowledge of all state standards and laws applicable to emergency medical services.
21. Knowledge of principles and practices of medical treatment and billing.

AUXILIARY FUNCTION STATEMENTS

1. Follow all safety rules and procedures established for work area.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a comprehensive emergency medical services program.
- Basic principles and practices of fire department administration, organization and management.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.

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Division Chief of Emergency Medical Services (*Continued*)

Ability to:

- Oversee assigned Fire Department activities and operations.
- Organize and coordinate the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Respond to requests and inquiries from the general public.
- Prepare clear and concise administrative reports.
- Prepare and administer large and complex budgets.
- Serve as the Fire Chief as necessary.
- Interpret and apply applicable Federal, State and local policies, laws and regulations.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to the completion of an associates degree in emergency medical services, fire science, or a related field. Bachelors degree preferred.

Experience:

Seven years of increasingly responsible emergency medical services experience including two years of administrative and supervisory responsibility.

License or Certificate

- Possession of an appropriate, valid driver's license.
- Washington State and/or National Registry-Certified Paramedic.
- Ability to become approved by the Medical Program Director of Clark County to function as a paramedic.
- Possession of, or ability to obtain, appropriate specialized training as required for the position under departmental guidelines.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of 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 disabilities to perform these essential job functions.

Environment: Primarily office environment; potential emergency services environment; travel from site to site; exposure to potentially hostile environments, inclement weather conditions; extensive public contact.

Mobility: Incumbents require mobility to walk, stand, sit for extended periods of time; moderate or light lifting; use of various other fire service and emergency medical services equipment; operate a motorized vehicle.

Other Factors: Incumbents may be required to work extended hours including evenings, weekends and holidays. Incumbents may be required to travel outside City boundaries to attend meetings