

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 741**

**DIVISION CHIEF (EMS)**

**GENERAL**

Responsible administrative and operational work in overseeing the day-to-day operations of the EMS Division through direct supervision of the EMS Field Supervisors, the EMS Secretary, and the Material Handling Specialist. Work is performed under the general supervision of the Fire Chief.

**EXAMPLES OF ESSENTIAL DUTIES**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Assists in the development, implementation and administration of the EMS budget and acts as liaison with all related health-care agencies and organizations.

Insures compliance with all State and local regulations as well as functions as Quality Control Officer for EMS Operations.

Responsible for daily EMS activities and operations.

Responds to and coordinates all large scale EMS incidents.

Assists in the formulation of EMS, standard operating procedures and medical protocols.

Assists in the design and implementation of EMS training, coordinates EMT and Paramedic CEU's, conducts all scheduled Paramedic meetings and maintains training records as required by law.

Conducts all EMS purchasing and bids, setting standards and specifications for EMS equipment, tracking inventories and reviewing new equipment.

Oversees repair and maintenance of EMS equipment.

Responsible for medical records division, performing analysis and compilation of statistics, overseeing CAD/EMS reporting system and supervising EMS records custodian.

Assists in the development of long-range planning for the Fire Department, maintains all personnel and equipment records, handling complaints, performing investigations as required, participating in special projects.

Coordinates hospitals, physician groups, etc. with EMS, maintains contact with other EMS organizations in the area, maintains liaison with local community colleges and schools, attends State EMS meetings, county EMS Advisory Committee meetings and all other EMS related meetings.

Performs other job related duties as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of departmental rules and regulations . Knowledge of and ability to use paramedic-level medical equipment and supplies, computers and printers, radios and telemetry and firefighting-related equipment. Knowledge of modern firefighting and EMS methods and ability to apply this knowledge to varied problems. Ability to instruct personnel in proper methods and techniques in emergencies. Ability to communicate effectively both orally and in writing. Ability to interact effectively with the public and staff.

## **MINIMUM QUALIFICATIONS**

Associates degree in EMS Technology, Fire Science, or a degree in Management, Human Resources, or in Public Administration, or be a National Fire Academy, Executive Fire Officer Program graduate. Must be a Florida certified paramedic and capable of performing those duties. Extensive successful firefighting or paramedic experience which included supervisory responsibilities. Must possess or be able to obtain EVOC certification within six months of appointment.

A comparable amount of training and experience may be substituted for the minimum qualifications.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. May be necessary to respond to an emergency situation in which walking, running, climbing, reaching, bending, lifting, pushing and pulling 100 lbs. or more is required and the ability to respond quickly. The noise level in this environment is usually quiet, but may be loud in rescue situations.

## **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record. Must be capable of operating emergency vehicles.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.