

**Fire Deputy Chief EMS**

**DATE:** Adopted 08/07, Revised 01/16

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**CLASSIFICATION:**  
Exempt

**SALARY GROUP/GRADE:**  
D1

**DEPARTMENT:**  
Fire

**JOB DESCRIPTION:**

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**Summary/Objective**

The Deputy Chief - EMS protects life and property by providing leadership at both emergency and non-emergency fire department activities. A primary responsibility of this position is to manage the planning and direct the functions of EMS. Responsible for supervision, coordination, evaluation and performance of EMS personnel. Work requires the exercise of initiative and independent judgment in routine and emergency situations.

**SUPERVISION RECEIVED:**

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The Deputy Chief – EMS works under the administrative direction of the Fire Chief.

**SUPERVISION EXERCISED:**

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Member of the Fire Department senior management team. Works with and supervises the EMS personnel in planning and assigning work projects and the follow up of that progress with them. Functions as a command or sector officer during emergency and non-emergency operations.

**ESSENTIAL FUNCTIONS:**

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

1. Responsible for the overall management of EMS Program.
2. Responsible for the planning, development, implementation and instruction departmental EMS training program.
3. Supervises the training, monitoring and evaluation all personnel in EMS related subjects. Ensures that all employees are current in Fire/EMS/First Aid Certifications as required.
4. Schedules, coordinates and supervises instructors and ensures that the instructors are qualified and have all required materials and equipment needed for Fire/Rescue/EMS training sessions.
5. Maintains records on all employees and prepares monthly and annual EMS training reports.
6. Responsible for EMS Continuous Quality Improvement and Quality Assurance program.
7. Responsible for supervision of EMS staff, including assisting with recruitment, scheduling, hiring, development and discipline.
8. Maintains compliance with the IDPH, Bureau of EMS standards.
9. Serves as the department HIPPA compliance officer.
10. Determines, monitors and corrects all EMS safety issues with input and assistance from other officers.
11. Responsible for the maintenance of EMS apparatus and equipment. Ensures that all EMS equipment is maintained, tested and has proper documentation.

12. Directs and performs general maintenance work in the upkeep of fire and EMS facilities and equipment.
13. Locates, researches, reviews and introduces new techniques, knowledge and equipment related to the advancement of the fire, rescue and emergency medical services.
14. Assists in the development of the departmental budget as requested. Monitors budget expenditures within budget limits.
15. Interacts with various vendors, contractors, agencies and other city personnel as assigned.
16. Uses and operates department vehicles, computer, fax, copy machine, calculator, telephone, radio, all fire suppression equipment including: EKG monitors, department related EMS equipment, SCBA, forcible entry tools, salvage equipment, rescue equipment, T.I. camera, air monitoring equipment, cameras, breathing air systems and fire apparatus.
17. Attends extra training and meetings as required.
18. Participates in Duty Officer rotation as required.
19. Responds to calls for service.
20. Assumes command of emergency operations as per accepted ICS procedures.
21. Supervises Fire/Rescue/EMS crews during emergency and non-emergency operations with emphasis on EMS.
22. Performs firefighting activities including driving fire apparatus, operation pumps and related equipment, handling hose, and performing fire combat, containment, and suppression task.
23. Serves as a medical responder; recognizes symptoms and administers medical procedures appropriate to level of certification.
24. Drives Fire and EMS vehicles and transports the patients according to established regulations and policy.
25. Completes the required documentation including but not limited to patient reports, maintenance reports and run reports as needed or required.
26. Attends regional classes in firefighting, emergency medical service, hazardous materials, confined space rescue and other related subjects.
27. Directs and performs general maintenance work in the upkeep of fire and EMS facilities and equipment; including but not limited to cleaning walls and floors, caring for grounds around station, making minor repairs, cleaning hose, washing, cleaning and maintaining and testing apparatus, vehicles and equipment.
28. Assist with the monitoring of department and city safety program.
29. Promotes and maintains a positive working environment for all personnel.
30. Maintains confidentiality as appropriate.
31. Perform other duties as assigned.

#### **QUALIFICATIONS (POSITION REQUIREMENTS ENTRY):**

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- Possess Fire Officer I Certification.
- Possess and maintain a Hazardous Materials – Operations Level certification.
- Possess Firefighter II certification.
- Possess or obtain within one year, Fire Officer I certification.
- Possess Fire Instructor I and/or Emergency Medical Services Instructor.
- Possess or obtain within one year, Fire Inspector I certification.
- Iowa Paramedic Certification.
- Possess current BCLS, ACLS and PALS or equivalent certification as applicable.
- Possess and maintain Basic Life Support Instructor certification.
- Minimum 5 years of experience in fire service and EMS preferred.
- Experience as a fire officer including fire ground command, EMS, training program development and coordination experience.
- Associates degree in fire science or equivalent training and experience. Bachelors degree preferred
- Must be able to speak, read and write the English language.
- Must meet the physical requirements for the position.

## **SKILLS AND ABILITIES (POSITION REQUIREMENTS AT ENTRY):**

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- Working knowledge of fire suppression and prevention principles, procedures, techniques, and equipment.
- Working knowledge of first aid and emergency medical techniques consistent with EMS certification level.
- Skill in the operation of firefighting and medical equipment.
- Ability to apply standard firefighting and emergency medical techniques to specific circumstances.
- Ability to exercise caution and follow safety procedures to prevent exposures and injuries.

## **TRAINING AND EXPERIENCE (POSITION REQUIREMENTS AT ENTRY):**

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- Minimum 10 years of experience in fire service.
- Five years of experience as a fire officer including fire ground command, EMS, training program development and coordination experience in a similar department.

## **LICENSING REQUIREMENTS (POSITION REQUIREMENTS AT ENTRY):**

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Possess and maintain a valid Driver's License issued by the State of Iowa and be insurable to operate city vehicles and equipment. Possess or ability to obtain valid, unrestricted Iowa Chauffer's (Class D) license within 30 days of hire.

## **ESSENTIAL PHYSICAL ABILITIES:**

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*Job Classification: Heavy to Very Heavy.* See Appendix 1 for physical demand characteristics.

Employee may, in the course of their duties, be subjected to fumes, odors, dusts, poor ventilation, blood, body fluids, extreme temperatures, inadequate lighting, workspace restrictions, intense noises and travel. The Fire Chief may be exposed to extreme temperatures, long hours and weekend and holiday duties.

Employee may have to complete these tasks while wearing fire protective turnout and self-contained breathing apparatus.

## **POSITION TYPE AND EXPECTED HOURS OF WORK:**

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This is a full-time position and general hours of work and days are Monday through Friday 8:00 a.m. to 5:00 p.m. However, the Deputy Chief - EMS shall be required to work weekends, early mornings or evenings as needed for the delivery service. The Deputy Chief - EMS must be available for on-call hours that include off hours, evenings, nights, holidays and weekends as scheduled. Attendance at training and special meetings, training and conferences is required.

**CITY OF HIAWATHA, IOWA**  
**CLASS TITLE: Fire Deputy Chief EMS**  
**APPENDIX 1 Physical Demand Characteristics**

<b>ACTIVITY</b>	<b>0% Never</b>	<b>&gt;0-10% Rare &gt;0-10 min/hour (1 - 10 /shift)</b>	<b>11% - 33% Occasional 11-20 min/hour (11 - 100/shift)</b>	<b>34% - 66% Frequent 21-40 min/hour 101 - 300/shift</b>	<b>67% - 100% Constant 41-60 min/hour 301+/shift</b>
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<b>1. SIT</b>				X	
<b>2. WALK</b>				X	
<b>3. STAND (stationary)</b>		X			
<b>4. CLIMB Ladder</b>		X			
<b>CLIMB Stairs</b>			X		
<b>5. BALANCE</b>		X			
<b>6. FORWARD BEND</b>		X			
<b>7. KNEEL</b>			X		
<b>8. CROUCH</b>			X		
<b>9. SQUAT</b>			X		
<b>10. CRAWL</b>			X		
<b>11. TWIST</b>			X		
<b>12. REACH Forward</b>					X
<b>REACH Overhead</b>				X	
<b>13. SIMPLE GRASP</b>					X
<b>14. FIRM GRASP</b>				X	
<b>15. PINCH</b>			X		
<b>16. DEXTERITY</b>				X	
<b>17. COMPUTER WORK</b>			X		
<b>18. WRIST MOTION</b>					X
<b>19. BOTH HAND USE</b>					X
<b>20. BOTH LEG</b>					X

<b>USE</b>					
<b>21. HEARING</b>					X
<b>22. VISION</b>					X
<b>DEPTH/COLOR</b>					X
<b>23. INSIDE WORK</b>				X	
<b>24. OUTSIDE WORK</b>			X		
<b>25. HEAT EXPOSURE</b>				X	
<b>26. COLD EXPOSURE</b>				X	
<b>27. VIBRATION EXP.</b>			X		
<b>28. OPERATE MV</b>				X	
<b>29. OTHER EQUIPMENT</b>			X		
<b>EQUIPMENT:</b> Cot, truck panels, saws, respiratory protection, monitor					
<b>ACTIVITY</b>	<b>0% Never</b>	<b>&gt;0-10% Rare (1x/hour)</b>	<b>11% - 33% Occasional (1x/15 minutes)</b>	<b>34% - 66% Frequent (1x/5 minutes)</b>	<b>67% - 100% Constant (1x/30 seconds)</b>
<b>LIFT/CARRY PUSH/PULL</b>					
<b>Up to 10 lbs.</b>					X
<b>11 - 15 lbs.</b>				X	
<b>16 - 25 lbs.</b>				X	
<b>26 - 35 lbs.</b>		X			
<b>36 – 50 lbs.</b>		X			
<b>51 – 75 lbs.</b>			X		
<b>76 – 100 lbs.</b>			X		
<b>Over 100 lbs.</b>			X		
<b>Weight of Various Equipment</b>	Cot 89#; Rescue Jack 40#; Hose Roll 34#; SCBA 20#; total weight of gear 40#; stair chair 31#; Jaws 45#; medical bag 25#; average weight of rescue 200+#				

**OTHER DUTIES:**

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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**SIGNATURES:**

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This job description has been approved by all levels of management:

Manager\_\_\_\_\_

HR\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_