



Job Description

TITLE: Division Chief EMS	JOB CODE: 3775
DEPARTMENT: Fire Department	FLSA: Non-Exempt
PREPARED: September 22, 2006	FLSA CLASS: Professional
UPDATED: April 12, 2022	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: YES

Summary: Under general supervision of the Fire Chief, coordinates and develops a well coordinated BLS/ILS EMS Program including training, quality assurance, response, medical control, interagency cooperation and problem resolution. This is a professional position assigned to provide a ready and reliable cadre of Fire Department Firefighters to perform emergency response throughout San Juan County. On a rotating basis serves as a Duty Officer with the responsibility of responding to major incidents for the purpose of managing, directing, or providing logistical support to incidents as needed.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Coordinates and develops procedures to properly train emergency response personnel in the Fire Department Districts in EMS procedures.
- Conducts EMS courses and continuing education classes to train and retain SJC Fire Department District personnel in all aspects of Fire Department EMS response based on State and National Standards.
- Maintains records and reports for training activities provided by the Fire Department.
- Assures outside contractors and instructors provide effective and pertinent training.
- Assures EMS training equipment is acquired, properly maintained, and inventoried.
- Evaluates individuals for compliance with State and County training requirements; to include the maintenance, compliance and deriving of San Juan County EMS Guidelines in conjunctions and cooperation with Medical Direction.
- Coordinates with area providers, Medical Directors, EMS Committee and the State EMS Bureau.
- Processes EMS Fund Act Applications and reporting requirements and documentation.
- Conducts needed EMS training.
- Acts as Fire Department liaison with the Medical Directors; attending/coordinating Medical Direction Committee Meetings.
- Coordinates and attends EMS meetings.
- Responsible for budget, ordering, and inventory of EMS supplies for all districts; to be maintained at the Fire Operations Center and distributed to districts as needed.
- Responsible for Continuous Quality Assurance and Improvement verification and tracking with appropriate entities.
- Reviews Assigned incident reports for quality assurance and completion.
- Serves as a liaison officer for the fire districts as assigned by the Fire Chief.
- Responds to emergency calls as necessary.
- Maintain AED compliance with FDA and State of New Mexico regulations.
- Responsible for coordination and compliance with the New Mexico Board of Pharmacy for medication administration and distribution to SJCFD districts.
- Responsible for SJCFD compliance with the NM Certification of Emergency Medical Services applications for reporting requirements.
- Serve as a member of the San Juan College EMS Advisory Committee as necessary.

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- Assists with the coordination of EMS Standby's using a liaison for scheduling and compliance.
- Performs other related job duties as assigned.

Required Knowledge and Skills:

- Knowledge of the principles and practices of emergency response procedures and treatment methods; fire and rescue apparatus, fire suppression, fire prevention, and equipment.
- Knowledge of citizen volunteer fire program and emergency medical services.
- Knowledge of all local, state, and federal laws, ordinances, rules and regulations pertaining to fire protection, emergency medical services, public safety, and arson investigations.
- Knowledge of County and SJCFD policies and procedures.
- Knowledge of governmental budgeting, planning, and process.
- Ability to think and act quickly and to act independently under stressful emergency conditions.
- Ability to work closely with a diverse volunteer population.
- Skill in identifying training needs, developing curriculum, and conducting training programs.
- Skill in effectively managing, prioritizing, leading, and delegating tasks and authority.
- Skill in communicating tactfully and effectively, both orally and in writing.
- Skill in reading, interpreting, and applying standards as published in manuals, including policies and procedures.
- Skill in effectively presenting information to volunteer staff, management, public and employees.
- Skill in working independently or as a team member.
- Skill in establishing and maintaining effective working relationships with elected officials, volunteer firefighters, fire administration, field staff, County staff, and the general public.
- Skill in the use of a personal computer, Fire/EMS and standard business software.

Education and Experience:

- High school diploma or equivalent.
- Minimum of 5 years recent experience as an active firefighter in a fire department involved in both Fire Suppression and EMS.
- Minimum IFSAC FF 1 certification or ability to acquire within 1 year of hire date.
- ICS 300, ICS 400, and NIMS 700 and 800 or ability to acquire certification within 1 year of hire date.
- Valid State of New Mexico Class A, B or E driver's license.
- Minimum Instructor/Coordinator Certification at the EMT level recognized by the State of New Mexico
- At least 5 years teaching experience in EMS.
- At least 10 years experience as an EMT.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and outdoors in varied weather conditions; requires physical exertion under vigorous and unusual conditions. May be subject to cuts, bruises, scrapes, burns, broken bones, insect and animal bites, germs, bacteria, viruses, environmental allergens, gases and fumes. May be subject to exposure to CRT's and VDT's. May be subject to life threatening situations; involves the potential for exposure to high stress levels.
- May be subject to bending, reaching, kneeling, crawling, and lift in excess of 75 pounds.
- Full-time work hours for this position consists of rotating shifts, nights, weekends, overtime, and responds to emergency calls as requirements for the operations of this department.
- Position frequently requires travel.

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- May be exposed to various firefighting agents and other risks inherent to rescue, EMS and firefighting.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed “remotely” outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Specialized firefighting, emergency, and training equipment, apparatus, and response vehicles.
- Equipment utilized includes computerized and conventional office equipment, two-way radios, and mechanics tools.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____