



## Assistant Chief - Fire & EMS Administration Fire & EMS

FIRE-EMS/3 - 758

### JOB SUMMARY

This position is responsible for coordinating Fire and EMS administrative programs and to assure compliance with appropriate Federal, State, local and professional regulations. This position assists the Chief of Fire & EMS with trend analysis and administrative functions relative to EMS and is further responsible for Infection Control, EMS data and billing management in addition to Fire and EMS supplies and equipment.

### MAJOR DUTIES

1. Develops, administers, and monitors educational programs for initial and continuing education for Firefighter, EMT-Basic, EMT Advanced, EMT-Paramedic, and Critical Care Paramedic personnel
2. Functions as the department's Director of Emergency Medical Services.
3. May perform the duties of the Fire Chief in his or her absence as assigned.
4. Functions as the department's Infection Control Officer to ensure compliance with regulatory agencies
5. Functions as the department's HIPAA Compliance Officer to ensure compliance with regulatory agencies
6. Functions as the department's Medicare / Medicaid Compliance Officer to ensure compliance with regulatory agencies
7. Develops and maintains budgets for Fire and EMS training, equipment, and supplies.
8. Assists with policy development; interprets policy and establishes methods and procedures for Fire / EMS service provision, billing, local, state and federal compliance.
9. Evaluates existing practice and training programs for adherence to applicable laws and ensures practice is consistent with contemporary medicine; ensures equipment levels are within state guidelines.
10. Performs analysis of patient care reporting to ensure sound documentation
11. Performs oversight of the EMS records and billing process to ensure financial objectives are maximized.
12. Specifies and purchases EMS equipment.
13. Establishes and maintains vendor relationships and serves as departmental liaison.
14. Serves as departmental representative with local and state EMS organizations, local and metropolitan medical community.
15. Manages logistics section which inventories and supports Fire and EMS supplies and equipment to ensure ready state; arranges for on- and off-site repair of equipment when necessary.
16. Researches and produces clinical treatment pathways for the autonomous practice of paramedics.
17. Investigates concerns / complaints relative to department activities.
18. Administers the paramedic review process in conjunction with the Medical Director assessment program for all paramedic personnel.
19. Performs duties as Incident Safety Officer, Accountability Officer, Sector Commander, or task supervisor on emergency medical and fire scenes.
20. Performs duties as Firefighter, or Paramedic as required.
21. Serves in advisory capacity on the design and purchase of Fire/EMS vehicles.
22. Assists with grant writing for funding and equipment.
23. Assists with development of proposals and bids for material and services for Fire / EMS.
24. Maintains employee records / personnel files
25. Serves as representative to the Regional EMS Council.
26. Performs QA analysis of EMS activities and projects.
27. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of modern fire suppression procedures and techniques.
2. Knowledge of advanced emergency medical and life support procedures, techniques, and equipment.
3. Knowledge of fire records systems, communications equipment and use, fire computer applications and fire reporting procedures.
4. Knowledge of methods of conducting research studies or medical investigation.

5. Knowledge of medical/legal issues related to the delivery of EMS.
6. Knowledge of fire codes and ordinances.
7. Knowledge of county purchasing and requisition procedures.
8. Knowledge of national, state and local Fire and EMS training standards and requirements.
9. Knowledge of management and supervisory principles and practices.
10. Skill in the development and implementation of training programs.
11. Skill in supervising and participating in the response to emergency scenes.
12. Skill in the operation of job-related vehicles, equipment, and tools.
13. Skill in planning, directing, and supervising the work of subordinate personnel.
14. Ability to plan, coordinate, and execute large public events or training programs.
15. Ability to maintain confidentiality.

## **SUPERVISORY CONTROLS**

The Fire Chief assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include approved medical protocols/treatment pathways, Georgia rules and regulations for Ambulance Services, Federal, State, and county policies and procedures, and equipment operating instructions. These guidelines require judgment, selection, and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied management, supervisory, administrative, and training duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to coordinate the department's administrative programs to include Fire / EMS training, supply and logistics, and quality assurance. Success in this position contributes to well-trained department personnel.

## **CONTACTS**

- Contacts are typically with co-workers, representatives of local, state, and federal agencies, vendors, representatives of local and regional hospitals, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is performed while intermittently sitting, standing, bending, crouching, climbing stairs, stooping all while dressed in work uniform or wearing PPE and could be carrying additional equipment. The employee occasionally lifts light and heavy objects including medical patients, climbs ladders up to 100+ feet in height, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office, stockroom, outdoors, and at the scene of emergency incidents. The employee may be exposed to fire, smoke, noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases or pathogens, irritating chemicals, and occasional hot, cold or inclement weather. The work requires the use of protective devices such as masks, goggles, gloves, and all protective clothing associated with Fire and EMS operations.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Administrative Secretary (1), Captain – Fire & EMS Training Officer (1), and Medical Director (1).

## **SPECIAL CERTIFICATIONS AND LICENSES**

- Possession of a valid State of Georgia driver's license (Class B) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia

Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

#### **ADA COMPLIANCE**

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

#### **HIPAA COMPLIANCE**

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

#### **DRUG AND ALCOHOL COMPLIANCE**

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the workplace or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition of a bachelor's degree from an accredited college in the field of Fire Science, EMS Technology, or other related course of study.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, and a minimum of ten years' experience with a recognized career fire department.
- Possession of a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Meet current requirements set forth by the National Fire Protection Association as a Firefighter 2, Fire Officer 3 and Fire Instructor 2. Pumper Operator, Aerial Operator, NPQ Evaluator, and NPQ Safety Officer are preferred.
- Certification as a firefighter from the Georgia Firefighter Standards and Training Council.
- Certification as a Paramedic from the National Registry of EMTs and licensure as a paramedic from the Georgia Department of Human Resources.
- State EMS certification at the level of EMT Instructor Level II; BCLS Instructor, ACLS Instructor, PALS Instructor, AMLS Instructor, PHTLS Instructor, EPC Instructor, GEMS Instructor. Time frame to obtain certifications determined at the time of appointment.