

## CHIEF OF EMERGENCY MEDICAL SERVICES

### **SUMMARY:**

Under general direction, oversees and administers the Emergency Medical Services (EMS) Division; administers goals and objectives; supervises assigned division budget and personnel; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(which are not in any hierarchical order)*

1. Oversees and supervises the Emergency Medical Services division.
2. Conducts research, analysis and studies to address major issues and problems related to the EMS area and recommend or initiate programs or actions to resolve problems and enhance services.
3. Formulates, recommends and implements policies, procedures and methods related to the functions assigned to the division.
4. Administers divisional budget by approving supply and equipment requisitions, developing request for proposals for vehicles; approving purchases for payment and monitoring assigned accounts.
5. Participates on a variety of internal and external committees as requested.
6. Researches, develops and implements a variety of complex proposals and documents including commission letters, ordinances, grant proposals, etc.
7. Supervises assigned staff; monitors compliance and performance reviews.
8. Acts as a liaison with other medical personnel including the medical director.
9. Monitors departmental compliance and prepares recurring and ad hoc reports.
10. Researches, develops, manages and implements programs for compliance with local, state and federal laws and regulations.
11. Performs as assigned within the Incident Command System at large scale incidents.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of EMS related local, state and federal laws, statutes and regulations.
- Knowledge of supervisory principles and practices.
- Knowledge of department policies and procedures.
- Skill in budget preparation and management.
- Skill in analyzing issues and developing solutions.
- Skill in advanced life support.
- Skill in both verbal and written communication.
- Skill in communicating clearly and effectively, both orally and in writing.
- Ability to effectively solve problems.
- Ability to lead workers effectively, maintain discipline, accept lines of authority, promote harmony and cooperate with other officers and workers.
- Knowledge of the Incident Command System and Personnel Accountability System
- Knowledge of collective bargaining agreements
- Ability to apply Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to apply Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable
- Knowledge of statistical principals and statistical analysis

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves moderate work in an office setting, with occasional moderate work in an outdoor setting. There is frequent need to talk or hear, walk,

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use hands to finger, handle or feel, sit and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of random drug and alcohol testing and mandatory pre-employment drug testing.

**MINIMUM QUALIFICATIONS:** Currently employed as a West Palm Beach Fire Rescue firefighter with twelve (12) years of operations experience, including four (4) years supervisory and paramedic experience, and two (2) years as a West Palm Beach Fire Rescue Department Captain in the Operation's Division. Bachelor's degree from an accredited college with a major in Fire Science, Emergency Services, or any equivalent combination of training and experience. State of Florida Firefighter, Paramedic, and ACLS, certification is required. Employee must not have been suspended, for disciplinary reasons, within the last two (2) years. A valid Florida driver's license is required, and must have completed an approved emergency vehicle operator's course (EVOC). Must not, within the last three years, have been convicted of reckless driving or driving under the influence of alcohol or controlled substances and have not had a driver's license suspended under the point system provided for in Chapter 322, Florida Statutes.