

**City of Dunedin, Florida**  
Class Description

**JOB TITLE: Division Chief of EMS**  
Fire Department

**GENERAL STATEMENT OF JOB**

Under general direction, directs and supervises the activities of Fire / Emergency Medical Services personnel through the chain of command, ensuring proper and prompt response to emergency situations and the provision of prompt, quality medical care to the ill and injured. Ensures compliance with all policies, procedures and medical protocol. Performs related administrative and supervisory work as required. Reports to the Fire Chief.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

***The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.***

Plans, organizes and administers Emergency Medical Services (EMS) activities for the City of Dunedin Fire Department.

Supervises duties of EMS personnel through the chain of command.

Supervisory duties include scheduling; instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; recommending employee transfers, promotions and discharge, and approving disciplinary action.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Schedules and participates in EMS Rescue training and fire suppression training.

Serves as the Department's Infection Control Officer (DICO).

Monitors personnel for signs of critical incident stress and implements intervention as appropriate.

Ensures subordinates' compliance with established medical protocol and all

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applicable state and federal regulations.

Takes command of emergency response operations during emergencies and disaster operations, ensuring prompt response with appropriate equipment and manpower as needed.

Coordinates multi-jurisdictional emergency responses as needed.

Performs advanced life support procedures in the field, including cardiac monitoring, medication calculation and administration, split application, wound treatment, control of bleeding, monitoring and relaying of vital signs, oxygen and IV therapy administrations, sterile auctioning, defibrillation, ECG monitoring and the management of cardiac arrest and severe trauma patients. Operates and ambulance and a wide range of life-saving/life support equipment, tools, generator, safety gear, siren, medical instruments and supplies.

Participates in disaster preparedness, response, mitigation and recovery planning and implementation.

Ensures quality patient care through on-site monitoring; investigates complaints regarding department personnel.

Procures an adequate inventory of medicine, supplies and equipment; ensures all crews are equipped with properly functioning equipment. Evaluates new products and current inventory as needed.

Monitors the handling, storage, transportation and destruction of biomedical waste; maintains related records.

Ensures the proper maintenance, storage and confidentiality of all patient reports and records.

Assists with the development of the operations budget.

Completes and submits reports regarding department activities; enters data from reports into computer. Receives, reviews and evaluates reports from subordinate personnel regarding departmental activities.

Receives and responds to EMS inquiries and complaints from the public.

Represents the department at County, City and community meetings as needed.

Keeps abreast of new technology, methods and regulations for EMS, fire prevention and suppression operations; attends meetings, conferences and continuing education classes as required and/or appropriate.

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Remains on call 24 hours per day for emergencies.

### **ADDITIONAL JOB FUNCTIONS**

Participates in public education and Public relations efforts as necessary.

Performs general administrative/office duties as required, including conducting and attending meetings, compiling data for reports, entering computer data , preparing reports and correspondence, reviewing mail, distributing supplies, etc.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires an Associate's degree in fire science or EMS or related field with seven years of verifiable work experience in the fire/EMS service. If candidate doesn't currently have an Associate's degree or greater, a progressive plan for obtaining one will be developed and approved by the Fire Chief.

Two years of supervisory experience as a Fire Lieutenant or above.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

### **SPECIAL REQUIREMENTS**

Must possess Florida Fire Fighter II Certification; must possess Florida Fire Officer II certification or Fire Officer Certification if prior to November 2013.

Must possess certification as a State and County Paramedic.

Must possess a valid Florida driver's license.

Trained and certified as an Acting District Chief.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Division Chief of EMS. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has extensive knowledge of up-to-date EMS procedures. Has significant skill in providing emergency medical treatment. Has knowledge in the areas of fire science, hydraulics, electrical, fire codes and ordinances, etc. Knows how to determine and ensure safety at the scene of emergencies. Is able to coordinate multi-agency responses. Is able to perform according to standards despite working long hours and intense, exhausting schedules. Has the ability and knowledge to evaluate the activities of staff members, provide assistance when needed, and recommend methods for improvement when needed. Knows how to make public presentations. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Is able to perform duties under adverse environmental conditions. Has the ability to speak, write and understand the English language.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, manage, strategize and/or correlate data and/or information. Includes exercising judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

**Human Interaction:** Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

**Equipment, Machinery, Tools and Materials Utilization:** Has knowledge of modern office practices and technology, including computers. Requires the ability to use, operate and/or handle office equipment such as a telephone, calculator, computer, etc.; and to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to use a variety of reference, descriptive, advisory and/or design data and information.

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**Mathematical Aptitude:** Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to perform mathematical operations involving basic algebraic principles and formulas; to use basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units. Is able to ensure proper training for employees, including explanations and written instructions in order to ensure that standards and regulations are understood and implemented.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving high risk to the organization and community. Has the ability to use independent judgment and discretion in critical situations such as response to natural and man-made emergency/disaster situations. Is able to show a high level of discretion and flexibility in daily operations. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to make sound, educated decisions.

### **ADA COMPLIANCE**

**Physical Ability:** Occasional tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderately heavy weight (20-50 pounds), and occasionally heavier objects and materials (up to 100 pounds). Routine tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry and/or the use of office equipment or supplies.

**Sensory Requirements:** Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Routine tasks are performed without exposure to adverse environmental conditions; occasional tasks require exposure to fire hazards, adverse weather conditions, extreme temperatures, wetness/humidity, dirt/dust/pollen, strong odors, fumes, noise extremes, machinery hazards, vibrations,

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electric currents, traffic hazards, toxic/poisonous agents, violence, disease/pathogens.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

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Fire Chief

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Date