



CITY OF BUCKEYE
invites applications for the position of:

Emergency Medical Services (EMS) Division Chief (Civilian/Sworn)

SALARY:	\$82,784.00 - \$124,196.80 Annually
DEPARTMENT:	Fire
OPENING DATE:	04/06/22
CLOSING DATE:	05/04/22 06:00 PM
POSITION SCOPE:	

THIS RECRUITMENT IS OPEN TO CIVILIAN AND SWORN MEMBERS

Under general direction, coordinates and maintains an effective emergency medical services (EMS) program for the department, including pre-hospital care that delivers excellence in-patient care; monitors EMS and operational field performance; works closely with department personnel to provide quality control, training and quality improvement programs through positive professional interaction and performs related work as assigned.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. The incumbent may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Administers and supervises all aspects of EMS services;
- Recommends goals and objectives; assists in the development and implementation of policies and procedures;
- Provides clinical and operational support as well as oversight relating to medical response;
- Oversees auditing and quality assurance of medical reports completed by personnel to ensure adherence to established protocols;
- Conducts audits and case reviews of significant calls;
- Provides a variety of reports as necessary to leadership and Medical Director; Supervise EMS Division staff;
- Serve as the Department liaison with Base Hospital and Medical Control Doctor;
- Oversee the purchase and distribution of EMS related supplies and equipment;
- Participates in budget preparation and administration; prepares cost estimates for budget recommendations;
- Serves as Designated Infection Control Officer;
- Evaluates employees' responses as it relates to EMS calls; and mentors and develops employees;
- Maintains files on personnel to ensure current certification in accordance with State and National standards;

- Serves as the program manager for approved Continuing Medical Education Program tracking hours necessary for recertification of personnel;
- Administers, evaluates, observes and assists with EMS education, training, continuing education, and related activities;
- Opportunities including field care audits, field observations, ride-alongs, and attendance at mandated and recommended trainings;
- Provides direction and oversight of the medical controlled substance inventory; ensures the operation and maintenance of emergency medical services equipment used by the department;
- Performs direction and oversight of the medical controlled substance inventory; ensures the operation and maintenance of emergency medical services equipment used by the department;
- Performs public speaking duties at civic functions, community meetings, groups and schools as assigned;
- Assist on special projects as assigned;
- Attends professional meetings, workshops and conferences; Participates in grant writing processes related to EMS;
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS & POSITION REQUIREMENTS:

Education and Experience:

Ten (10) years full-time Emergency Medical Services (EMS) experience; Emergency Medical Service Program Management or significant participation in EMS Division required; Current Arizona Paramedic Certification or higher medical certification or license; Instructor Certification; Associates Degree from an accredited college or university in related field of study or an equivalent combination of education and experience. Bachelor Degree preferred.

This position is open to both Sworn and Civilian Members and equivalent experience, training, and education will be considered.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- City organization, operations, policies and procedures
- Emergency medical services management principles, practices and methods
- Current trend in emergency medical services for deployment of personnel and equipment in emergency situations
- Techniques and practices for effective, efficient and cost effective management of allocated resources
- Response data requirements and analysis for certificate of necessity and transport services
- City, county, state and federal laws, regulations and ordinances

Skill in:

- Analyzing emergency medical services operational issues, evaluating alternatives, and making logical recommendations based on findings
- Executing command level directives and making appropriate decisions, while assuring compliance with department goals and objectives
- Interpreting laws and regulations, making independent decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Assessing and prioritizing multiple tasks, projects and demands

- Effectively supervising, leading and delegating tasks and authority
- Establishing and maintaining cooperative working relationships with command staff, medical control, employees, officials, other emergency services agencies and the general public.

ADDITIONAL INFORMATION:

Special Requirements:

Valid Arizona Driver's License

This is a 40-hour exempt position that is not eligible to promote or transfer to an emergency response position.

Physical Demands/Work Environment: Standard office environment, emergency incident sites, and in fire station facilities.

Reports To: Fire Chief

Supervision Exercised: Fire Captains, Engineers, Firefighters and clerical personnel, Fire Captains, Engineers, Firefighters and clerical personnel.

FLSA Status: Exempt

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.buckeyeaz.gov>

530 E. Monroe Avenue
Buckeye, AZ 85326
623-349-6250

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Position #00923
EMERGENCY MEDICAL SERVICES (EMS) DIVISION
CHIEF (CIVILIAN/SWORN)
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