Position Title	Assistant Fire Chief - EMS	**Department**	Fire
FSLA Status/ Union	Exempt (salaried) Non-Union	**Residency Requirement**	None
Subject to Recall	Yes. Subject to emergency recall.	**Shift Work**	No, but may be called to fire alarms or other emergencies.
Supervision Received	Receives general direction from the Fire Chief	**Supervision Exercised**	Functional supervision to assigned students, and preceptors.

DESCRIPTION OF WORK

The Assistant Chief of EMS will assist the Fire Chief in planning, organizing and directing EMS programs that support the operations of Hastings Fire-Rescue. This includes but is not limited to, the coordinating, and conducting of activities within the EMS programs of Fleet, Training, PPE and Communications/Technology. The Assistant Chief of EMS formulates policy, procedure, goals and budget recommendations for consideration by the Fire Chief and assists in achieving these and other mandates of the City. The Assistant Chief of EMS will coordinate, schedule, and conduct training as it pertains to EMS operations, as well as, act as a liaison with external stakeholders, and provide functional supervision over all licensed HFR, EMS providers, whether directly or indirectly through shift supervisors.

QUALIFICATIONS

- Five years' experience as a certified/licensed paramedic that required patient care.
- Six years' as a member of a fire department, three of which shall be in a career fire department
- Two years' experience operating/managing a 911 ambulance service (preferred)
- Position subject to annual NFPA 1582 physical, department determined physical ability test and SCBA fit test.
- Legally authorized to work in the United States.
- Associate's Degree in Fire Science, Public Administrations, Business Administration, Education, or closely related field required to be appointed to the position,

CERTIFICATIONS AND/OR LICENSES

- NE Driver's license, or ability to obtain within 30 days of hire. Must maintain licensure throughout term of employment.
- Possession of and the ability to maintain an appropriate, valid National Registry and State of Nebraska Paramedic level certification.
- IFSAC/ProBoard Firefighter I and II or documented equivalent training from AHJ Department or Agency
- Nebraska EMS Instructor License (within 2 years of hire)
- ACLS certification
- PALS, PHTLS PEEP,AND AMLS (within 1 year of hire or soonest available class if not offered in the first year)
- CPR Instructor (within 6 months of hire)
- NIMS 100, 200, 300. 400, 700, 800.

ESSENTIAL FUCTIONS

- Responsible for coordination of departmental EMS/Medical training, to include planning, scheduling, instructing, records management, purchasing, and other tasks associated with ensuring the ongoing training of HFR personnel, both entry level and incumbent.
- Assist line officers with evaluation of patient care and documentation for all EMS providers.
- Act as HFR liaison with medical director, local healthcare providers, and local healthcare facilities. Conduct quality assurance of all EMS reporting.
- Maintain EMS and training inventories and ensure prompt ordering of supplies.
- Assist with other departmental support functions as assigned, which may include maintenance of vehicles, equipment, and facilities. Assist with evaluation of policy and recommend changes.
- Respond to calls for service as needed.
- Provide input on budget requests and long-term planning. Assist with long-term planning for EMS.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES & WORK STYLES

Considerable Knowledge of:

- Current national and international trends and developments related to provision of patient care in the pre-hospital setting, and safety of responders.
- Federal, state, and local laws, regulations, codes, and standards affecting the provision of all hazards response.

- Departmental rules, regulations, and procedures.
- Techniques for effective interpersonal communications and motivation of members.
- Techniques for effectively instructing adult learners of differing backgrounds and skill levels.
- Techniques for investigating, researching, analyzing, and presenting valid and reliable data that supports the strategic planning process.
- Principles involved in the acquisition, implementation, and retrieval of information by data processing and information management systems.
- Emergency preparedness planning and the roles of local, state, and national emergency management agencies.
- Performance based testing and job/task analysis.
- The operation and capabilities of various types of EMS apparatus and equipment maintained by the department.

Skills

- Good communicator, both verbally and written, having the ability to interact positively and productively with employees, citizens, and members of other organizations.
- Develop and deliver lesson plans.
- Identify training needs and develop plans to meet those needs.
- Track, order, organize, and inventory supplies and equipment.
- Perform hands on emergency service tasks in all weather conditions, including the ability to operate all equipment and apparatus, and utilize all assigned protective clothing.
- Seek continuous improvement of programs through ongoing needs assessments and program development.
- Organize, prioritize, and appropriately allocate information, resources, requests, data, and plans.
- Work collaboratively with other agencies to plan and respond to emergencies, events, trainings, and other activities
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Abilities

- Ability to effectively instruct and evaluate EMS service personnel for current knowledge, skills, and abilities based upon behavioral and performance objectives.
- Ability to gather, prepare, and maintain accurate records; to prepare necessary reports; to express ideas clearly, both orally and in written form.
- Ability to successfully lead and manage through change both vertically and horizontally within the organization.
- Ability to convey complex ideas verbally and in writing, and effectively articulate goals, mission, and strategic initiatives to employees, elected officials, residents, and other community stakeholders
- Ability to plan and coordinate events involving multiple organizations.
- Ability to establish and maintain effective working relationships both internally and externally.
- Ability to convey ideas verbally and in writing.
- Ability to demonstrate the core values of duty, respect, and integrity.
- Ability to maintain physical and mental fitness and basic firefighter skill competencies.

EQUIPMENT/JOB LOCATION

Proficiency in the use and operation of equipment including but not limited to the following:

- Fire suppression and rescue equipment such as hoses, pumps, ladders, axe, pike pole, nozzles, etc.
- Medical equipment certified to operate such as defibrillator, backboards, stethoscopes, etc.
- Department vehicles such as engines, trucks, squads, boats, and ambulances
- Hazardous materials detection and mitigation equipment
- Salvage equipment, ventilation fans, portable lights, generators, etc.
- Office equipment including computer, software, voice radio equipment, telephone, copy machine
- Power and hand tools, water vacuum, mops, brooms, squeegees and other general maintenance equipment
- PPE including SCBA equipment, bunker gear, gloves, helmet, hazardous materials suit, etc.
- Training equipment used for drills, simulations, and demonstrations.

The work environment, locations and characteristics described here are representative of those an employee encounters while performing the essential functions of the position:

Location

Indoors, outdoors, in a vehicle, emergency scene

Health and Safety

Mechanical hazards, chemical hazards, electrical hazards, fire hazards, communicable disease, explosives, physical danger/abuse, emotional stress

Environmental Factors

Dirt and dust, noxious odors, noise and vibration, fumes and odors, water/humidity, loud alarms, darkness/poor lighting, elevation, extreme temperatures, confined spaces, smoke

The noise level is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

The work is not only physically strenuous but can be stressful, sometimes involving life-or-death situations and exposure to death and discomfort.

PHYSICAL REQUIREMENTS

Occasionally (1%-33%)

Sitting, Reclining, Change of Position, Reach across Midline, Crouching/Squatting, Crawling, Balancing, Stooping, Kneeling, Jumping, Climbing, In/Out of Machine, Firm Grasp, Lifting/Lowering 0-125 lbs, Carrying 0-125 lbs, Pushing/Pulling 0-125 lbs

Frequently (34%-66%)

Standing, Walking, Reaching, Handling, Feeling, Use of Arm/Hand, Use of Leg/Foot, Simple Grasp, Fine Manipulation, Lifting/Lowering 20-50 lbs, Carrying 20-50 lbs, Pushing/Pulling 20-50 lbs

Vision

Close vision, distance, color, peripheral, depth perception and ability to adjust focus.

Visual acuity of not less than 20/40 in one eye, and 20/100 in the other eye, corrected to 20/20 in one eye, and 20/40 in the other eye; display adequate color and peripheral vision in both eyes.

Other

Continuously speaking (instructing)

Constantly listening that will allow individual to safely perform all essential tasks. Examples: voice commands, radio traffic, audible signal to withdraw.