CITY OF SALINAS  

EMERGENCY MEDICAL SERVICES (EMS) OFFICER

BARGAINING UNIT/CLASS CODE:  
FSA/T52

DEFINITION

This is a single position classification, under the administrative direction of the Fire Chief, Deputy Chief of Operations, and EMS Battalion Chief coordinates and maintains an effective pre-hospital care program that delivers excellence in patient care, while meeting Monterey County and State EMS requirements; monitors EMS operational field performance; works closely with department personnel to provide in-house medical control, training and quality improvement programs through positive professional interaction. May work as Fire Department liaison with private transport provider; assists ambulance provider as identified in contractual agreement, directs, supports, coordinates, and provides all aspects of EMS training to all members of the Fire Department; may serve as an overhead position within the incident command structure on emergencies and is the functional manager of the department’s EMS Division.

SUPERVISION RECEIVED AND EXERCISED

Report to and receives general direction from the Fire Chief, Deputy Chief of Operations, and EMS Battalion Chief. Provides management oversight of EMS personnel, EMS related department programs, and EMS related administrative projects. Exercises no direct supervision over suppression personnel.

ESSENTIAL JOB FUNCTIONS OF THE POSITION  
Duties may include, but are not limited to the following:

Provides management oversight to emergency medical services operations. Provide supervision, training, evaluation, counseling of employees, and prescribe plans for performance improvement. Provide EMS assistance to Fire Captains and other staff in the completion of their work assignments. Interpret, explain and enforce Fire Department policy, procedures and directives. Prepare written and oral reports as directed. Assist with various program activities as assigned. Prepare reports to the Fire Chief and Deputy Chief regarding budget and expenditure items. Establish and maintain rapport with local fire departments, Monterey County Fire Chiefs Associations, participate and/or facilitate EMS-oriented and inter-agency task forces and committees. Review daily quality improvement program and Pre-hospital Care Reports. Maintain files on paramedics and EMTs to ensure current certification in accordance with County and State standards. Coordinate and schedule continuing education opportunities including field care audits, field observations, ride-alongs, attendance at required meetings, interaction with base hospitals and other agencies. Prepare statistical and EMS program reports. Establish and maintain rapport with ambulance providers, Monterey County EMS Agency and other interfacing agencies. Administers the department EMS program budgets. Purchase, evaluate, inventory and preventive maintenance of emergency medical supplies and equipment. Develop and arrange EMS drills and multi-casualty incident exercises. Act as Infection Control Officer for the Fire Department and City. May be required to work or respond evenings, weekends or holidays for the purpose of attending meetings, drills or special fire department events. May perform other related duties as assigned to include HIPPA compliance, controlled substance program, tactical paramedic, Fireline paramedic, FTO program, and CISM. The EMS Officer position does not meet the qualifications for an assignment to the rank of a Suppression Captain. Nor does it qualify the EMS Officer for promotional opportunities available to a Suppression Captain. Personnel in EMS Officer position may apply and go through the testing process for a Fire Suppression Captain promotional opportunities if their rank is less than that of a Fire Suppression Captain upon appointment to the EMS Officer position.
PHYSICAL AND MENTAL CHARACTERISTICS

Physical mobility to sit, stand, walk, crawl, kneel, crouch, squat, lay on back or stomach, climb and balance, reach at shoulder length and above shoulder length, push, pull, twist and rotate for periods of between five minutes to two and one-half hours per eight hour shift. Stamina to walk, and stand wearing protective equipment weighing up to 65 pounds for intermittent periods of time. Physical agility to walk over uneven wet surfaces, push/pull, squat, twist, turn, bend, stoop, climb and reach overhead. No severe allergic reactions to dust or pollen. Manual dexterity of neck, wrists, waist, hands and fingers sufficient to wear respirators and other protective gear. Hearing and speaking ability sufficient to converse over the telephone, two-way radio and in person often over the noise of machinery and traffic, to detect and describe noises in machinery or to hear running water. Ability to distinguish colors to recognize flame, smoke, hazardous materials placards and skin signs. Mental acuity to act under stress in life threatening situations, and to maintain calm efficient judgment in serious situations involving quick action or mental stress.

WORKING CONDITIONS

The EMS Officer will share its work environment between an office setting and the field, or one that requires use of a passenger vehicle making frequent stops to various emergency scenes, departments and City facilities. While providing training or acting in an ICS role will have to wear the personal protective gear related to fire suppression and could be required to use the self-contained breathing apparatus. Ability to work outdoors and be subject to all weather conditions, with a potential exposure to heat, smoke and potentially hazardous conditions. The EMS Officer must be able to respond physically to alarms. Must be able to walk on slippery surfaces and uneven terrain. On occasion may have to drive long distances to attend training or respond to other assignments.

This position works in constant flux between a business office working environment and field emergency response operations, subject to sitting at a desk or standing for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Ability to respond to emergency situations in the field, in all weather conditions.

QUALIFICATIONS

Knowledge of:

Principles and practices of emergency medical services, pre-hospital care, and training. Common and/or specific practices and procedures employed in emergency medical services and paramedic programs. State and local laws, ordinances and regulations that govern the Fire Department in emergency response. Fire apparatus, equipment, tools, devices, facilities and their proper utilization and maintenance requirements. Principles and practices of management and personnel resource allocation. Training methodology and techniques, data collection and analysis, medical quality improvement programs and case reviews. Principles and practices of the Fire Department operations, organization, management, and Incident Command System (ICS).
Ability to:

May lead and direct, as assigned by the IC, the EMS operation of personnel and equipment under both routine and emergency conditions. Research and evaluate complex data and problems, analyze information, critical situations, policies, and procedures and recommend effective implementation. Exercise independent judgment and initiative. Read, interpret and apply Monterey County medical policies, protocols and procedures. Develop and maintain cooperative working relationships with a variety of agencies, boards, commissions and committees with varying interests and political agendas. Effectively manage assigned programs and/or projects including administering the assigned budget and staff. Establish and maintain tactful and effective working relationships with staff, City officials, state and local authorities, those contacted through the course of work and the general public. Properly interpret, support and enforce the rules, regulations and policies of the Fire Department. Compile costs, prepare budgets and interpret statistical data. Learn City streets and geography. Develop and implement goals, objectives, policies and procedures, as directed. Supervise, train, motivate, evaluate, counsel and discipline assigned staff. Perform and instruct a wide variety of firefighting/EMS procedures in both field and class room settings. Communicate clearly and concisely, orally and in writing.

License or Certificate

Possession of a valid California Class B Driver’s license or a FF endorsed Class C license. Current ACLS and Healthcare Provider CPR certifications, PALS and PHTLS certifications/or equivalent, and State of California Paramedic License in good standing with local Monterey County Accreditation. California State Board of Fire Services (CSBFS) Fire Officer Certification and Safety Officer within two years of appointment.

California State Board of Fire Services (CSBFS) Fire Instructor 1, American Heart Association CPR Instructor, California Teaching Credential, and a Bachelor’s Degree or equivalents are desirable.

Special Requirements

May be required to work unusual hours and respond to fire/emergency calls within a reasonable response time as required by Fire Department policy.

Education and Experience

An example of the education and experience which most likely demonstrates the knowledge, skills and abilities required to perform the duties would be five (5) years of municipal firefighting experience, seven (7) years as a Paramedic with active experience in Emergency Medical Services working with pre-hospital care personnel. Knowledge of quality improvement programs and project management is desirable.

Reviewed _______________ Approved _______________
Department Director Senior Human Resources Analyst

Approval Date 3/25/14

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