



# Klamath County Fire District No. 1

## Job Description

### EMERGENCY MEDICAL SERVICES (EMS) DISTRICT CHIEF OFFICER

**SALARY:** [REDACTED]

**GROUP:** Non-Represented

**DIVISION:** EMS/District Chief Officer

**REPORTS TO:** Fire Chief

**FLSA STATUS:** Exempt

**CLASSIFICATION:**  
Executive/Management/Uniformed

**STATUS:** Full-Time

**LOCATION:** Central Fire Station

#### POSITION OVERVIEW

Under the supervision of the Fire Chief, the Division Chief EMS is responsible for the organization and coordination of emergency medical service (EMS) programs to ensure effective service delivery in compliance with federal and state laws and regulations and to ensure expenses and revenues are properly managed. The position is responsible for overseeing, evaluating, and coordinating the actions of personnel engaged in EMS operations in cooperation with the Division Chief – Operations. The EMS programs include emergency medical response and transport, inter-facility transfers, event standbys, EMS training, and billing services for Klamath County Fire District No. 1 (KCFD1).

#### RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

*Responsibilities and duties may vary but the essential job duties will include the following:*

1. Oversees the delivery and supply of Emergency Medical Services for the department. Responsible for the general condition, discipline, and the efficient operations of the EMS programs. This position is responsible to see that the Department operates in accordance with the provisions of the KCFD1's Standard Operating Guides and Standing Orders, along with Oregon Revised Statutes, Oregon Administrative Rules, and Medicaid and Medicare Regulations.
2. Coordinates EMS service delivery with the Operations Chief.
3. Administers all aspects of the EMS delivery provided by KCFD1 including Emergency Response, standbys, inter-facility transports, Rider Observer Program, and billing and collections.
4. Coordinates and communicates with the Supervising Physician to ensure regular updates occur to the Standing Orders.
5. Acts as the department's liaison with hospital staff and other providers to strengthen EMS in Klamath County.
6. Ensures controls are established, implemented, and enforced with regard to the use, dispersal, storage, documentation, procurement, and disposal of narcotics.
7. Coordinates the promotion of the FireMed Program.
8. Oversees the Infection Control Policy and maintains all infection control records.

**143 North Broad Street • Klamath Falls, Oregon 97601**  
**Phone: (541) 885-2056 • Fax: (541) 884-6920 • kcfcd1.com**

9. Assists in the administration of human resources policies and labor contracts. Assists in the recruitment, selection, training, promotion, assignment, transfer, performance evaluation, discipline, and discharge activities of assigned personnel. Resolves employee relations problems.
10. Assists in the development, planning, and implementation of departmental goals and objectives.
11. Works with EMS staff to review, analyze, and make recommendations to the Fire Chief regarding EMS system delivery, facilities, equipment, practices, forms, and technology.
12. Responds to large or complex emergency incidents and training exercises in order to provide direction and/or support as required in the ICS system.
13. Coordinates the development and administration of EMS training programs. Ensures compliance with OHD EMS certification, training, and OR-OSHA standards.
14. Develops a three-year training plan and the related annual and monthly training schedules to meet continuing education requirements.
15. Develops, reviews, revises, implements, and enforces rules, regulations, policies and procedures to meet current standards and future needs.
16. Maintains contracts and agreements with other agencies, organizations, and property owners to include Mutual Aid Agreement(s).
17. Understands KCFD1's rights and obligations as provided in the State Mobilization Plan and how to implement the Conflagration Act.
18. Represents the department in local, county, and state activities as directed by the Fire Chief.
19. Participates in the annual budget process. Develops and manages the EMS budget and expenditures.
20. Prepares specifications for major purchases, secures bids and analyzes results, and recommends acceptance or rejection of bids.
21. Attends various meetings including, but not limited to, Board of Directors regular and special meetings, monthly staff/management meetings, etc. Prepares and presents reports at such meetings, as required.
22. Actively participates and represents KCFD1 in various committees including, but not limited to, Klamath-Lake Training Association, Klamath County Ambulance Advisory Committee, and Area Trauma Advisory Board.
23. Participates in Labor/Management forums and contract negotiations with the labor group. This position is part of the management negotiating team.
24. Responds to inquiries and provides information. Responsible for maintaining and releasing EMS-related information, documents, and records (including Pre-hospital Care Reports) in accordance with applicable department policies and practices, local, state, and federal regulations.
25. Acts as the department's HIPAA privacy officer.
26. Represents KCFD1 when responding to the public, citizens, employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regards everyone, internal and external, as a customer and delivers the best service possible in a respectful and patient manner.
27. Participates in the Duty Chief rotation.
28. May serve as Acting Fire Chief in the absence of the Fire Chief.

29. Stays current with developments in local, State, and Federal legislation and industry trends that may affect KCFD1 or the EMS programs.
30. Develops data to analyze complex issues, evaluates alternative solutions, develops sound conclusions, and recommends a course of action.
31. Responsible for any additional duties as may be assigned by the Fire Chief.

### **SUPERVISORY CONTROLS**

The supervisor outlines the overall objectives and priorities, timelines, and the financial and personnel resources available. The employee plans and schedules recurring work, handles problems and completes work using own initiative, exercising judgement according to previous training, experience, and instructions. Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with applicable laws, regulations, policies, and procedures.

This position exercises the full range of supervisory duties for assigned staff in accordance with KCFD1 policies, CBA, and applicable laws. Responsibilities include establishing objectives and priorities, timelines, and resources; planning, assigning, directing, and reviewing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; and keeping employees informed of management policies and goals.

### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to talk; hear; sit; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell. Struuous physical exertion may be necessary and performance of duties may go for long periods without rest cycles or meal periods.

This position can be physically demanding, requiring good health and physical condition to adequately perform job duties. Employees must successfully pass an annual fit for duty exam based on NFPA 1582. Employees may be required to lift and/or move up to 50 pounds and occasionally lift and/or move heavy loads. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **JOB CONDITIONS**

This is a full-time, 40 hours a week, Monday-Friday position; however, evening and weekend work is required. This is a uniformed, salaried position and frequently results in working greater than 40 hours a week. There is no compensation for hours worked greater than 40 hours per week.

A majority of work for this position occurs in an office setting or indoors related to management and administration duties.

Job requires the use of office equipment including, but not limited to, computers with Microsoft Office, fire/EMS based reporting and staffing programs, and internet; tablets, telephones, cell phones, two-way radios, pagers, copy machines, and fax machines.

Position requires responding to alarms, which may occur at any time.

This position requires daily use of KCFD1 vehicles and technical emergency response equipment.

The work environment may include indoor and outdoor settings including residential, commercial, and industrial settings, near moving machinery and traffic.

All types of weather conditions may be encountered, including temperature extremes, wet, dry, hot and below freezing weather, during day and night in stressful emergency situations.

Noises levels from: quiet office setting to high levels at an emergency scene.

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

Ability to communicate effectively verbally, in writing, via radio, and other media sources. Understands, follows, and gives orders both orally and in writing.

Ability to research and analyze data, prepare reports, documents, and studies that are clear, concise, and comprehensive using correct grammar, punctuation, spelling, and mathematics.

Operates emergency equipment, vehicles, radios, pagers, personal computers, and telephones and follows all safety rules and procedures established for work areas.

Knowledge of the components and how to implement the Incident Command System and the Fire Scene Accountability System, as adopted by KCFD1.

Ability to develop and maintain a thorough knowledge of the physical conditions throughout the response areas of KCFD1.

Ability to develop, understand, interpret, and execute laws, rules, regulations, policies, and procedures.

Ability to develop, foster, and maintain a positive and productive culture at KCFD1.

Knowledge of disaster preparedness, planning, and response.

Ability to delegate appropriately, give responsibility and trust, and maintain accountability.

Ability to contribute to Senior Staff level meetings positively, collaboratively, while articulating and respectfully selling their perspective and position.

Ability to effectively bring together people and groups with diverse backgrounds, interests, and viewpoints into an effective unit, both internally and externally.

Ability to mentor, lead, and manage change.

Knowledge and ability to successfully work with a unionized workforce.

Knowledge and experience with organizational development principles and practices.

### **TRAINING PERIOD**

Training and new employee orientation is expected to take approximately 3 – 6 months for a fully qualified employee to become accustomed to the specialized fire service terminology, processes, and statistical data reporting systems unique to KCFD1. The required probationary period for a new employee is twelve months. Upon successful completion of the probationary period of employment, the employee will achieve “regular” employee status.

### **QUALIFICATION REQUIREMENTS**

*Consideration will be given to any combination of education and experience that would reflect meeting the qualifications and provide the ability to successfully perform the duties of the position. Equivalent or additional education, experience, and certifications from other states or agencies may be considered.*

**Education**

Associates Degree in EMS/Paramedicine, Nursing, Public Administration, or closely related field.

**Certifications/licenses**

Paramedic or Registered Nurse (RN) (*must be Oregon Certified or have the ability to be within one (1) year*) with emergency medicine background and/or three (3) years' experience ER or CCU).

NIMS - ICS 100, 200, 700, 800.

Possession of a driver's license valid in Oregon and maintain a safe driving record throughout the duration of employment.

**Experience**

Three (3) years supervisory experience.

Five (5) years relevant experience.

**Other**

A residency requirement applies to this position.

Computer experience with an emphasis in the use of Microsoft Word, Excel, databases, Fire/EMS based reporting and staffing programs, and work in a networked environment.

**PREFERRED QUALIFICATIONS**

**Education**

Bachelor's Degree in EMS Administration, Nursing, Public Administration, or a closely related field.

**Certifications/licenses**

Critical Care EMTP or Critical Care RN.

NFPA HazMat Operations Level Responder.

NFPA Fire Officer (1-4).

ACLS.

PALS.

PHTLS.

Instructor I or equivalent.

**Experience**

Executive level administration and management experience of similar size and complexity.

Chief Officer experience.

Five (5) years supervisory experience.

**PRE-EMPLOYMENT REQUIREMENTS**

Employment for this position is contingent on clearance of the following:

- Pre-Employment Drug Screen
- Background Investigation
- Physical Examination
- Psychological Evaluation

**ADA/EEO STATEMENT**

In accordance with federal and state laws, Klamath County Fire District No. 1 is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, KCDF1 will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**JOB DESCRIPTION APPROVAL**

I concur with the job duties and listed elements as defined in this job description.

\_\_\_\_\_  
Fire Chief Signature

\_\_\_\_\_  
Date

**ACKNOWLEDGMENT**

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

My signature below confirms I have received and understand this job description and acknowledgement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date