

495 Apex Valley Rd.
PO Box 638
Black Hawk, CO 80422



Main: (303) 582-5499
Fax: (303) 582-3390
admin@gilpinambulance.com

Deputy Chief / Community Paramedic

Gilpin Ambulance Authority maintains job descriptions for each position in the department's organizational structure. Upon hiring or promotion, all employees will be provided with the description of the position into which they have entered. Job descriptions will contain, but will not be limited to:

- Position title
- Description of basic position functions and duties
- Reporting relationships and authorities
- Required knowledge, skills, and physical and mental abilities

Job descriptions are not to be construed as a contract, except as required by law, and do not function as a limit to the duties that can be assigned to the employee.

All qualifications listed in the "Job Qualifications" section must be obtained within one year of hiring or promotion unless otherwise indicated or excepted by the Chief. Employees who fail to obtain all "Additional Qualifications" within the appropriate timeframe or fail to maintain those certifications throughout the duration of their employment with GAA will be subject to disciplinary action up to and including termination for failure to meet the requirements of their position.

495 Apex Valley Rd.
PO Box 638
Black Hawk, CO 80422



Main: (303) 582-5499
Fax: (303) 582-3390
admin@gilpinambulance.com

Deputy Chief / Community Paramedic

Supervisor	Chief
Directs	Captains, FTOs, Paramedics, AEMTs, and EMTs
Salary Range	\$104,469.34 - \$136,308.79 annually
FLSA Status	Exempt

Job Qualifications

- Current CDPHE Paramedic Certification or Licensure
 - Current Colorado Driver's License
 - Must not appear on CMS exclusion list
 - No less than 8 years of previous experience in the provision of prehospital medical care at the Paramedic level in a 911 transport setting
 - No less than 5 years of professional leadership experience in PreHospital Healthcare.
 - Current AHA BLS for Healthcare Providers Certification (Instructor Preferred)
 - Current Advanced Cardiac Life Support (ACLS) Certification (Instructor preferred)
 - Current Pediatric Advanced Life Support (PALS) Certification (Instructor preferred)
 - Current Emergency Pediatric Care (EPC) Certification (Instructor preferred)
 - Current PreHospital Trauma Life Support (PHTLS) Certification (Instructor preferred)
 - Current Advanced Medical Life Support (AMLS) Certification (Instructor preferred)
 - Community Paramedic Certification
 - Critical Care Paramedic or Flight Paramedic Certification (effective July 1, 2025)
 - EVOC Certification
 - FEMA NIMS ICS 100, 200, 300, 400, 700, and 800
 - Bachelor's degree in a healthcare or business-related discipline or equivalent experience
-

Job Functions

Under the direction of the Chief, the responsibilities of employees in this classification include, but are not limited to:

- All functions listed in the job descriptions of individuals directed by the Deputy Chief and their reports
 - Serve as a member of the Authority's executive leadership team while assisting the Chief in the advancement of the Authority's mission.
 - Serve as the director of the GAA CARES Program.
 - Design, development and implementation of the Community Mobile Integrated Health Program to include collaboration with local, regional, state, and national health partners in the proactive identification and mitigation of community health issues affecting the populations served by the Authority.
 - Assist the Chief in addressing the administrative needs of the Authority to include payroll, medical billing, basic accounting, human resource management, and the pursuit of alternative funding sources for Authority projects.
 - Serve as a representative of the Authority at community functions and facilitate open communication between the Authority and the public.
 - Collaborate with leadership from partner agencies to maintain healthy, productive relationships.
 - Respond to emergency calls as needed.
 - Work as a Paramedic on the ambulance to maintain adequate staffing.
 - Serve as the incident commander or the medical component of the incident command system on large incidents.
 - Serve as the Chief in their absence.
-

Promoting the welfare of our communities through integrity, compassion, education, and innovation



Necessary Knowledge, Skills, and Abilities

- Requires effective verbal and written communication skills as well as the ability to convey information clearly to large groups
 - Requires the ability to maintain confidentiality regarding internal processes
 - Requires the ability to function in a supervisory capacity for a group of workers including the ability to make decisions on procedural and technical levels
 - Requires the ability to read, speak, perform basic mathematics, and operate and control the actions of equipment and machinery
 - Requires the ability to resolve conflicts between personnel and conflicts with other individuals with which the Deputy Chief may have disagreements or differences
 - Requires the ability to make objective decisions when addressing internal and external issues and understand the effects those decisions may have on the Authority, the Authority's employees, the Authority's patients, the community, and the region.
 - Requires the ability to accept constructive criticism and correction from leaders, peers, and subordinates without taking offense or taking criticism personally
 - Requires the ability to use computer software for operational and clinical tasks
 - Requires the ability to demonstrate critical thinking and strong organizational skills
 - Requires the ability to process information and complete tasks in a timely manner
 - Requires humility, self-awareness, patience, impartiality, and level-headedness.
 - Requires the development of a service mindset regarding leadership
-

ADA Compliance

- Physical Ability: The tasks involved in this position require the ability to exert very heavy physical effort in very heavy work, typically involving some combination of walking, climbing, balancing, stooping, kneeling, crouching, crawling, and the lifting, carrying, pushing, and pulling of heavy objects and materials up to and sometimes above 100 lbs in weight.
 - Environmental Factors: Performing the functions of this position may risk exposure to extreme heat, extreme cold, other extreme weather conditions, strong odors, smoke, strong and/or toxic chemicals, and dust or pollen.
-