



CENTRAL COUNTY FIRE DEPARTMENT DIVISION CHIEF/PARAMEDIC COORDINATOR

Department: Fire
FLSA Status: Exempt

Bargaining Unit: Fire Administrators
Revision Date: 10/01/08

DEFINITION

Under the direction of the Deputy Fire Chief, develops, implements, coordinates and evaluates activities of Fire Department in areas of Emergency Medical Services

ESSENTIAL DUTIES

- Assist in the development and implementation of department goals and objectives.
- Develop and coordinates all the activities of the Emergency Medical Services program of the Department and those departments that are part of the shared agreement.
- Develop relationships, and liaisons with, San Mateo County EMS, the contracting transport company, and other needed agencies.
- Attend all necessary meetings including, but not limited to: QLC, MAC, Data Admin, Departmental Staff meetings, MCI, System Redesign, Training Officers, EMS Operations, FACT, etc...
- Assure that EMS, Advanced and Basic Life Support, training activities are carried out in a manner consistent with the mandates of the State and County regulations controlling the provision of pre-hospital emergency medical services.
- Respond to and supervises medical operations at fires, major medical emergencies and other emergencies.
- Provide general instruction and specific direction to the Clinical Education Specialist position.
- Provide instruction and specific direction to paramedic shift liaisons.
- Maintain effective public relations in the field and office.
- Maintain a variety of departmental records.
- Coordinate work schedules, with the other chief officers.
- Assist in the preparation of the department's budget.
- Provide information and direction to the public; assists in the development of community education programs; and speaks before businesses, schools, civic and social groups.
- Responsible for implementation of all EMS policies and procedures of San Mateo County within the Fire department.
- Restock Narcotics as needed to ALS Apparatus.
- Conduct investigations for clinical and operational issues.
- Coordinate communicable disease procedures for the department and those departments that are part of the shared agreement.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- The principles of personnel management and public management and administration.
- Fire safety regulations and practices.
- Pertinent state and local EMS policies, principles, practices, and procedures.

Ability to:

- Manage programs effectively; apply the principles, practices and procedures of Paramedicine to specific situations.
- Think and act quickly in emergencies.
- Judge situations and people accurately.
- Establish and maintain cooperative relationships with subordinates, peers, and the general public.
- Supervise subordinates under normal and emergency conditions.
- Be physically capable of performing command and control responsibilities in hazardous environments which may require physical agility and strength, and be prepared to use special equipment.

Special Abilities:

- Ability to wear self-contained breathing apparatus for extended periods of time.
- To pull and extend hose lines.
- Operate power and hand tools.
- Extend and climb ladders.
- To stand for long periods of time.
- To squat or crouch for extended periods of time.
- To crawl in confined spaces.
- Use specialized EMS equipment.
- Follow and respond to audible and written information.
- Demonstrate competent manual dexterity.

Education & Experience:

- Must be currently employed by the Central County Fire Department, Millbrae Fire Department or San Mateo Fire Department
- Be a Fire Captain or have three (3) years experience as an Acting Captain.
- Two (2) years experience managing a comprehensive fire service program
- Associates of Arts/Science degree from an accredited college and Fire Officer Certification
- A Bachelor's Degree and Chief Officer Certification are highly desired
- Continuing education is a requirement of this assignment

License or Certificate:

- Instructor Certifications in the following areas: EMT, BLS, ACLS, PALS, and BTLS or PHTLS are desired.
- California Paramedic License and accreditation in San Mateo County
- Valid California State Driver's License

SPECIAL REQUIREMENTS

Ability to work in a standard office environment with some ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb and lift 25 pounds; some exposure to cold, extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, toxic waste, mechanical hazards, smoke and explosive materials. Ability to work cooperatively with the public, other departments and those encountered in the course of work; to remain calm during emergencies; to deal calmly with fire personnel and irate citizens or difficult problems, handling situations with tact and firmness. Possess the necessary visual and aural abilities as well as physical stamina and endurance required to perform aforementioned duties.

Human Resources Director

Date

Department Head Approval

Date