

Job Class Code: 7341	FLSA Status: Partially Exempt
Pay Basis: Salary (Annual)	EEO Category: 4

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to oversee operational aspects of Emergency Medical Services (EMS) for their assigned shift under the direction of the Fire/EMS Battalion Chief. The class is responsible for coordinating and managing staff, facilitating organizational goals, evaluating programs to ensure effectiveness, providing input for the development of strategic plans and demonstrating extensive knowledge of EMS practices and procedures. The class works within broad policy and organizational guidelines, independently plans and implements projects, and reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Supervises operational staff including training, assigning, and evaluating work, counseling and disciplining.
- Provides clinical oversight and response as needed to assist personnel with medically fragile patients.
- Works with other city agencies to coordinate care plans for customers with other behavioral/social needs.
- Conducts performance improvement activities and reporting to improve the quality of care provided.
- Works collaboratively with the shift Fire Battalion Chief to implement daily and long-range goals, policies, and procedures to enhance or improve EMS delivery.
- Works with other regional EMS agencies to respond to emergencies and manage resources using mutual aid agreements.
- Represents the agency at local and regional EMS committees and workgroups.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Uses basic algebra involving variables and formulas, basic geometry involving circumferences, areas, and volumes, and computes ratios, rates, and percents.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; presents training programs.
Mental Requirements	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies extensive understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree in fire science, management, and emergency medical services or a closely related field.
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Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license or CDL and a driving record in compliance with City Driving Standards. Special skills and/or equipment certifications including EMT-Paramedic, ACLS, PALS, BLS HCP, ICS-300 and 400, IS-100, 200, 700 and 800 are required.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 07/23/2020