



City of Peoria

HUMAN RESOURCES

Title: EMS Chief

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Fire Chief.

Exercises direct supervision over professional and para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent

- **Experience:** Requires seven or more years of related experience. Requires advanced knowledge in highly specialized systems and procedures.

- **Licenses/Certifications/Special Requirements:**
 - Arizona State Certified Emergency Paramedic upon hire.
 - Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to manage the functions of the EMS division, which includes quality assurance and oversight of 85% of call volume for the Fire Department, certifications and education training of all members. Oversees budget, purchases, vendor contracts, RFP development; manages ambulance contract; oversees billing and revenue; ensures compliance with national, state, and local regulations and standards; serves as liaison to customers, state agencies, regional committees, local hospitals, other fire departments and EMS providers; manages grant writing, administration, and compliance; oversees data management (electronic Patient Care Reports, RMS, online training program and quality assurance standards.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

| # | Essential Functions |
|---|--|
| 1 | Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, and monitoring staff performance and development. |
| 2 | Plans and implements strategy. Directs time and budget needs for EMS priorities, balancing training, new equipment, medical studies, data analysis, quality assurance, regional partnerships, and overall department needs. |
| 3 | Serves as liaison with Regional partners. Decides and prioritizes participation in regional partnership and relations with other departments, etc. |
| 4 | Tracks and provides continuing education. Prioritizes and develops programs to address continuing education needs; balances certification requirements, state and national directives, quality assurance and department needs. |
| 5 | Quality Assurance. Prioritizes focus of quality assurance with emphasis on early preventative problem resolution, positive reinforcement and data analysis. |
| 6 | Contract Administration. Administers contracts for compliance; creates RFPs for future contracts; focuses on compliance of Emergency Transportation Services Contract. |
| 7 | Resolution of customer concerns or complaints, including hospitals, health care providers, and public; Grant Administration; Review of medical legal requests; ePCR Program Administration. |



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

| Physical strength for this position is indicated below with “X” | | | | | |
|--|--|----------|---|---|--|
| 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 functions. | | | | | |
| Sedentary | Light | X | Medium | Heavy | Very Heavy |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

| Work Environment for this position is indicated below with “X” | | | | |
|--|----------|---|--|--|
| The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. | | | | |
| Office | X | Outdoors | Vehicle | Office and Field/ Plant/ Warehouse |
| Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions. | | Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration. | Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel. | The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation |

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers (laptop), printers, fax / scanner / copier, and related software, radio equipment, MMRS and Decon trucks, Base X Shelter System; cardiac monitor, AED, CPAP, mass casualty module, blood glucose, simulation manikins, various other EMS equipment.

PROTECTIVE EQUIPMENT REQUIRED:

Protective clothing, footwear, eyewear, gloves.