

# City of Rapid City

## Job Description

<b>Job Title</b>	Section Chief – Emergency Medical Services		
<b>Job Code:</b>	EMOM	<b>Bargaining Unit:</b>	Non-Union
<b>Pay Grade:</b>	See Compensation Scale	<b>Date Revised:</b>	June 2023
<b>FLSA Status:</b>	Exempt		

**General Summary:** This position is responsible for providing oversight of the Quality Assurance and Quality Improvement program and the training activities of the Fire Department and its EMS Operations.

### Essential Duties and Responsibilities:

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Maintains minimum qualifications commensurate with previous position or rank in Operations held prior to promotion.
- Able to perform duties commensurate with abilities during Emergency Response Operations and may be assigned to an Incident Command System (ICS) position consistent with abilities.
- Assists with implementation and administration of the Quality Assurance and Quality Improvement program.
- Assures quality care is being provided by the Emergency Medical Service (EMS) system.
- Gathers statistical data, analyzes information, and makes recommendations on system improvements.
- Oversees the Fire Department Field Training Evaluation Program.
- Coordinates, researches, designs, and assists with delivery of department daily, monthly, and global training schedules, in conjunction with the Training Section Chief.
- Analyzes EMS related subjects, determines objectives, develops comprehensive lesson plans and prepares appropriate evaluation tools and instructional aids for employees.
- Oversees, reviews, and analyzes training records as they pertain to EMS.
- Oversees continuing EMS education and associated licensure of all EMS responders with the Department to ensure compliance with State, Local, and National standards and curriculum.
- Assists in coordinating daily activities of the EMS units to include transfer scheduling.
- Carries out supervisory responsibilities in accordance with the organization's policies, procedures and applicable laws.

### Qualifications:

#### Education and/or Experience:

Bachelor's degree from a four-year college or university and five years related supervisory experience. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered. *Completion of National Fire Academy's Managing Officer Program preferred.*

#### Certificates, Licenses, Registrations:

- Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire.
- Must possess a National Registry Paramedic Certification and a State of South Dakota Paramedic License.

- May be required to hold certification, license or registration to perform essential duties as assigned.

**Working Conditions:**

*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.*

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; outside weather conditions; extreme cold; extreme heat and vibration. The noise level in the work environment is usually quiet. Work is primarily performed in an office environment and includes responding to emergency scenes (which may include IDLH – immediately dangerous to life and health environments) in the community. Physical hazard from smoke fumes and inhalation, burning objects and obstacles may be present at a fire scene. Attendance at evening and/or weekend meetings may be required.

**Physical Demands:**

*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.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.