

City of Rapid City

Job Description

Job Title	Division Chief – Medical Operations		
Job Code:	DFMO	Job Family:	
Pay Grade:	NU25	Date Revised:	2/21/2022
FLSA Status:	Exempt		

General Summary: This position is responsible for managing the Medical Operations Division, personnel, and resources to assure timely and appropriate quality-based delivery of Emergency Medical Services.

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.

- Provides decision support to Fire Chief and/or Deputy Chief by conducting research, gathering and analyzing data and preparing reports.
- Manages subordinate supervisors and personnel within Division and Department and is responsible for the overall direction, coordination, and evaluation of units, teams and working groups within Division.
- Develops, monitors, and ensures regulatory compliance with local, state and federal mandates.
- Prepares the Division’s budget requests and manages budget expenditures.
- Formulates, develops, implements and monitors programs and projects for Division.
- Develops goals and objectives for Division to support Department’s strategic planning process.
- May address interested groups on request and may represent the department at official and civic functions.
- Maintains physical conditions necessary to perform official duties and day-to-day operations, and job-related equipment.
- 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, and/or equivalent combination of education, specialized training and relevant experience that may be acceptable to the hiring authority. Completion of National Fire Academy’s Executive Fire Officer’s Program and/or Chief Fire Officer designation, 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 or State of South Dakota Paramedic Certification. Must obtain or possess a State of South Dakota Paramedic License. May be required to hold certification, license or

registration to perform essential duties as assigned. Must complete 40 hours of related/relevant continuing education every two years.

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 meeting 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 up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.