

City of Rapid City Job Description

Job Title	Medical Services Section Chief		
Job Code:	EMOM	Job Family:	
Pay Grade:	NU23	Date Revised:	2/21/2022
FLSA Status:	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.
- Manages staff: interviewing, firing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

Education and/or Experience:

Bachelor's degree or equivalent from four-year college or university and five years related experience.

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. Must possess or obtain an instructor

certification in ACLS, PALS, and BLS.

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 frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; 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.

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 occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme heat and vibration. The noise level in the work environment is usually moderate.