

## City of Rapid City Job Description

<b>Job Title</b>	Fire Research and Development Specialist		
<b>Job Code:</b>	FRDS	<b>Bargaining Unit:</b>	Non-Union
<b>Pay Grade:</b>	NUSC; 26	<b>Date Revised:</b>	11/30/2022
<b>FLSA Status:</b>	Non-Exempt		

**General Summary:** This position is responsible for overseeing the Department’s accreditation programs through Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), Center for Public Safety Excellence (CPSE), Commission on Accreditation of Ambulance Services (CAAS), other accreditation programs as appropriate, implementation of special projects, and assists with grant programming and financial management.

### 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.*

- Assists in resolving quality assurance/accreditation non-compliance issues and findings.
- Monitors measures designed to meet accreditation standards.
- Completes, updates, and submits required reports, documents, and forms pursuant to applicable accreditation regulations and in accordance with Department policies and procedures.
- Maintains standards files for primary/secondary proofs of compliance.
- Drafts, updates, and maintains Department policies; prepares the Department for accreditation/re-accreditation.
- Prepares and maintains reports and documentation for the evaluation and continuance of the Department’s accreditation by managing the review and update of Department Rules and Procedures.
- Identifies problems and solutions for community involvement, networking, and teamwork approaches.
- Interprets information from databases and analyzes fire and EMS statistics.
- Drafts and submits grants; conducts research, coordinates, and prepares reports for grant management.
- Plans data collection methods and reporting processes for scheduled deadlines of various projects, manpower allocation and annual reports.
- Provides accreditation related training to agency members.
- Works with the accreditation team to manage accreditation adherence.

### Qualifications:

#### Education and/or Experience:

Bachelor's degree from accredited four-year college or university and two years related experience in fire/EMS and/or an equivalent combination of education and closely related experience in research design, project management, and fiscal oversight.

#### Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire.

**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 moving mechanical parts. The noise level in the work environment is usually moderate. Some annual travel required for accreditation conference attendance.

**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 sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.