

## **NORTH COUNTRY EMS OPERATIONS BATTALION CHIEF**

**Annual Salary \$118,000 - \$122,000**

### **JOB DESCRIPTION**

#### **NATURE AND PURPOSE OF WORK:**

The Battalion Chief works under the Chief of North Country EMS (NCEMS) to direct, manage, supervise, and coordinate assigned programs and activities within NCEMS. These positions are accountable for managing the emergency service function, to include: field operations, readiness preparation, apparatus maintenance, equipment maintenance, emergency communications, safety, research and development, and emergency incident responses. Other responsibilities include coordination of training and evaluation of emergency response personnel and directing the activities of officers. These are confidential management positions and are excluded from the bargaining unit. They may be assigned to work days or a shift schedule. NCEMS Battalion Chiefs are responsible for one of three functional divisions; Operations, Logistics or Planning/Training.

#### **DUTIES AND RESPONSIBILITIES:**

Responsible for emergency operations systems through utilization of an incident command system, to include coordinating radio communications, safety, logistics and planning during the incident. Required to monitor emergency incidents and maintain standby status as assigned.

Responsible for accurate documentation, reporting, evaluation, and analysis of all emergency incidents.

Responsible for overseeing daily operations and field activities, to include: public education, testing of equipment and apparatus, facilities upkeep, training, emergency response, and other activities as assigned.

Responsible for personnel management, to include: training, supervision, evaluation, and disciplining of personnel. Provide regular coaching, teaching, and counseling to subordinates.

Responsible for the training of emergency response personnel, to include: training standards, evaluating training needs, and monitoring delivery of training.

Attending meetings on a regular basis or as requested, to include: staff meetings, NCEMS Administrative Board, or others as necessary to provide coordinated EMS delivery. Attend conferences, seminars, and training sessions in order to perform at a professional level and maintain industry standards.

Subject to assignment of additional administrative responsibilities, to include: policy advisory committee, schedule management, purchasing, bidding, public works projects, research and development committee, safety committee chairman, and formulating standard operating procedures. Also subject to assignment of planning, organizing and controlling support programs, safety, apparatus and equipment, and communication maintenance.

#### **EXAMPLES OF PRINCIPAL DUTIES:**

Maintains a high level of morale, promoting employee productivity, and contributing to District objectives.

Ensures that all facilities, equipment, and supplies are readily available, safe, and in useful condition.

Coordinates assigned functions with other shifts.

Prepares annual recommended operating budget for assigned areas. Controls and monitors expenses within that budget for submission to the Chief and Finance Manager.

Assigns, oversees training, motivates, evaluates, and effectively recommends promotions, terminations, and disciplinary actions for shift department personnel.

May be accountable for ensuring that specific procedures and equipment, such as that used for District communication, are responsive to changing District needs.

Makes periodic inspections of personnel, equipment, living quarters, and reports identified conditions to the Chief.

Responds on behalf of management to employee complaints and grievances, and may settle grievances within supervisor's guidelines.

Prepares regular or special reports on a wide variety of District related functions. Evaluates and counsels subordinate Paramedics and EMTs, and directly subordinate personnel on their performance.

Prepares and/or reviews reports and keeps necessary records as may be required by District and divisional policy.

Participates as a management team member in labor negotiations by gathering statistics and data from other departments. Assists in formulating management positions as they relate to EMS operations and may sit at the negotiation table as a management team member.

May be the Incident Commander at emergency scenes.

#### **CONTROLS OVER WORK:**

This position receives assignments from the Chief. This position requires a minimum of supervision and is expected to direct the actions of subordinate District personnel in a professional manner in accordance with District policy. This position is accountable for enforcing rules, regulations, and all policies as established by the District.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

A working knowledge of Clark County ALS/BLS operating procedures, the Incident Command System. Knowledge of District policy, applicable L&I and Washington state laws and current EMS trends.

Management skills, including supervisory skills, problem solving, decision making, planning, organizing and management control, adaptability, flexibility, stress tolerance, conflict resolution, motivational techniques, time management and public relations.

Effective communication skills, appropriate management feedback, and the ability to work with a diverse population. Excellent writing skills, data analysis, and public speaking.

#### **Minimum Qualifications**

##### **Required:**

1. Meet knowledge, health, physical, and psychological qualifications established by NCEMS, and hold a current state driver's license.
2. U.S. citizen-read and write English.
3. Four years' experience as a lead transport paramedic in an urban EMS system.

4. Must possess or obtain within 90 days of appointment Washington State and Clark County Paramedic certification.
5. Must reside within a thirty-minute normal driving time to NCEMS Station 51, within six months of date of hire.
6. Conviction of crime(s) reasonably related to fitness to perform the job within the past seven years, or release from prison within such time, may be grounds for rejection.
7. Working knowledge of basic computer skills to include the Microsoft Office suite.

### **Desired**

1. Associates Degree in EMS or related field.
2. Certification as a CPR instructor, ACLS instructor, PALS/PEPP instructor, PHTLS instructor.
3. Familiarity with Clark County WA EMS protocols and operations.
4. Two years experience as a Paramedic Level Field Supervisor.

Candidates for the position of Training/Planning Battalion Chief **MUST** possess the required items above plus:

1. AHA BLS Instructor
2. ACLS Instructor or equivalent
3. PALS Instructor or equivalent
4. Washington State EMS Evaluator within 3 months
5. Minimum of three years' experience in ALS and BLS instruction

The Battalion Chief must work in a confidential relationship with the Chief and Administrative Staff and must carry out the assigned duties in a manner that secures and retains the respect of fellow employees and meets the requirements of the District.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an inclusive listing of work assignments. Individuals may perform other duties, as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

### **COMPENSATION AND BENEFITS**

**HEALTH ALLOWANCE AND FLEXIBLE BENEFITS PLAN:** A health care benefit package is provided including medical, dental, vision, life, and long term disability coverage. North Country EMS contributes a percentage of the premium cost in addition to the employee monthly.

**OTHER BENEFITS:** NCEMS offers Washington State Law Enforcement and Firefighters Retirement Plan 2 (LEOFF2). The plan offers 2% per year of service at age 53, based on highest five year service credits. The employer contribution of 5.24% is included in the total compensation salary for this position; the employee contribution is 8.46%. Deferred compensation participation is optional. The agency matches employee contributions up to \$100 per month. Longevity pay is included and is based upon years of service with NCEMS.

**LEAVES and WORK SCHEDULE:** The BC position typically works a 48/96 shift schedule. The position accrues 18.66 hours of sick leave per month for a maximum of 672 hours. The position accrues 4.66 to 28 hours per month of vacation, depending on length of service, for a maximum of 224 hours of accrual.

**PAY SCHEDULE:** All employees are paid bi-monthly for a total of 24 pay periods each year.

### **APPLICATION PROCESS:**

If you are interested in pursuing this career opportunity, please attach and submit the following required items with your application:

- NCEMS Employment Application
- Cover letter that explains interest in this position and summarizes experiences and education
- Résumé
- Required certifications and licenses
- Copy of educational degree or applicable credits

**Applicants will participate in:**

- An oral interview
- A written test to assess your knowledge of EMS processes and procedures
- A practical scenario to assess your knowledge of EMS processes and procedures
- A physical fitness assessment to determine your strength, agility, and general physical fitness
- A drug screen
- Medical physical to be completed by an NCEMS appointed physician
- An extensive background investigation
- A Chief's interview

**INTERVIEW PROCESS:** This phase of the examination will be an interview before a panel of EMS and/or personnel representatives. The oral board is designed to aid in the determination of a candidate's maturity, communication skills and motivation for the position. Candidates who have passed other portions of the examination, but who have failed this portion of the examination, will be disqualified at this time from any further consideration for the position.

A final Chiefs interview will be conducted at the recommendation of the initial interview panel considering the overall candidate score.

**WRITTEN AND SKILLS EXAMINATION:** You must pass the written examination to be eligible for employment consideration. Candidates who fail to achieve the minimum passing score on the written examination will be disqualified from any further consideration for the position. Candidates must demonstrate CPR and ACLS skills. NCEMS reserves the right to administer a second written examination at its discretion.

**PHYSICAL ABILITY ASSESSMENT:** Candidates will be required to complete a physical ability assessment that correlates with the Battalion Chief job description. An outside agency will be identified to administer the assessment and successful completion is required to continue in the application process.

**OTHER INFORMATION:**

Probation defined: Six months for agency affiliated employees, one year for employees newly hired by NCEMS.

Applications are due by April 14th at 3pm and can be found at [www.northcountryems.org](http://www.northcountryems.org) under the "serve" tab. Applications can be submitted in person at 300 W Hoag St Yacolt, Wa 98675 or emailed to [b.shirley@northcountryems.org](mailto:b.shirley@northcountryems.org).

**NORTH COUNTRY EMS IS AN EQUAL OPPORTUNITY EMPLOYER**

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