

Battalion Chief Training/Clinical Officer North Country EMS Yacolt WA

www.northcountryems.org

North Country EMS, a public third service ALS transport agency in SW Washington is currently accepting applications for the position of Battalion Chief Training/Clinical Officer. Interested candidates should submit a completed North Country EMS application which can be found at www.northcountryems.org.

Applications with supporting documents must be submitted by 5:00 p.s.t. January 18, 2023. Applications can be either hand delivered to North Country EMS 300 W. Hoag St. Yacolt, WA 98675 or mailed to North Country EMS PO Box 189 Yacolt, WA 98675.

Selected finalists will be invited to a panel interview and presentation evaluation to be hold on Monday January 23, 2023. The presentation should be 10 minutes in length on a topic of the candidates' choice and may not exceed 15 minutes. Questions about the process can be emailed to Chief Shaun Ford s.ford@northcountryems.org.

NORTH COUNTRY EMS BATTALION CHIEF

JOB DESCRIPTION

2023 Pay Range \$103,784.89-\$107,895.18 Annually

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 and 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 documenting, reporting, evaluation, and analysis of all emergency incidents.

Responsible for overseeing daily operations and field activities, to include public education assignments, 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 training for emergency response personnel, to include training standards, evaluating training needs and monitoring delivery of training.

Attend 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 to upgrade job knowledge, management, and communication skills.

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 and 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, and quarters, and reports 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, 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:

These positions receive assignments from the Chief. These positions require a minimum of supervision and are expected to take accountability for the actions of subordinate District personnel. They are answerable for enforcing rules, regulations and all policies as established by the department.

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.

Communication skills and management feedback and the ability to work with a diversity of people. Excellent writing skills, data analysis and public speaking. Must work in a confidential relationship with other Chief Officers and must carry out the prescribed duties in a manner that secures and retains the respect of fellow employees.

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 system.
4. Minimum of two years' full time EMS supervisory experience.
5. Must possess or obtain within 90 days of appointment Washington State and Clark County Paramedic certification.
6. Must reside within a thirty-minute normal driving time to NCEMS Station 51, within six months of date of hire.
7. 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.
8. Working knowledge of basic computer skills to include the Microsoft Office suite.
9. Fully vaccinated against COVID-19 or other infectious diseases as required by NCEMS or governing agencies.
10. Washington State EMS Evaluator within 3 months

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. Washington State Senior EMS Instructor within one year
5. NFPA Instructor I or similar certification
6. 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.