

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Battalion Chief of Emergency Medical Services (EMS)

Department: Fire
Pay Grade: 514
FLSA Status: Exempt
Job Code: FR76

JOB SUMMARY

The purpose of this classification is to perform skilled and technical work consisting of supervisory, managerial, leadership, and administrative functions, with primary responsibility being the oversight and management of the Fire Department Emergency Medical Services (EMS) Division. Work involves highly responsible and complex support to the supervisor requiring independent judgment while following established policies, rules, and laws. Work is reviewed through reports, observations, and obtained results.

ESSENTIAL JOB FUNCTIONS

- Performs administrative and operational assignments of considerable difficulty necessary for planning, organizing, supervising, budgeting, training, and safety under the direction of the Division Chief or Deputy Chief.
- Maintains Quality Assurance Program for EMS compliance.
- Serves as liaison to the Roswell Fire Department Medical Director.
- Plans, prepares, delivers, and evaluates training programs for fire department field companies; includes providing classroom instruction, demonstrating fire and emergency medical service techniques, assessing participants' understanding of the instruction, and documenting personnel attendance, participation, and test scores.
- Develops and implements emergency medical directives and protocols and reviews EMS reports to ensure those directives and protocols are followed.
- Identifies EMS response and treatment shortcomings and assists the Training Division in developing training courses to address the same.
- Ensures all personnel maintain their level of EMS certification, and the Department maintains all EMS applicable state-required licenses.

- Develops fire, police, and emergency medical lessons/curriculum; prepares testing materials; evaluates new equipment and textbook materials for use in training activities and lessons; evaluates current emergency procedures and operating procedures for training purposes. Helps plan and participates in small, medium, and large-scale disaster drills.
- Represents the Department at local, regional, and state EMS meetings and will be the Department's liaison to the local hospitals and ambulance services. Relates concerns between the Department and other EMS entities and negotiates a resolution to issues of contention.
- Maintains EMS supplies and inventory depot, ensuring all medical equipment, pharmaceuticals, medications, and controlled substances are kept in stock and rotated into service prior to expiration dates.
- Ensures all expired pharmaceuticals, medications, and controlled substances are rotated out of stock and destroyed in accordance with Federal and State laws.
- Develops and maintains a written inventory of all controlled substances, their location, and expiration date, and completes/submits the appropriate paperwork to track the use of the same.
- Develops and maintains Narcotic Control Policy in accordance with Federal and State law requirements.
- Coordinates proper program documentation and recordkeeping for all agency-approved and required training.
- Plans, schedules, and conducts medical training for full and part-time personnel, and maintains training records in accordance with Georgia State Office of EMS standards in applicable reporting Systems and on the National Registry website.
- Conducts yearly department-wide EMS skills competency training.
- Supervises/assists in the production and distribution of various publications (e.g., training reports, calendar schedules, workbooks, instructional guides, newsletters, etc.); directs the preparation of comprehensive reports (e.g., staff studies, evaluations, needs assessments, grants solicitations, etc.) to document events or specific needs.
- Develops and updates all departmental medical forms as needed.
- Develops and oversees community-based medical programs.
- Conducts public education activities and attends to customer service issues; responds to inquiries of the community and communicates the role, image, and mission of the Department to the public.
- Responds to public inquiry in accordance with policies and procedures so that the inquiry is answered accurately, courteously, and in accordance with proper authorizations. Delivers safety, injury, and fire prevention education programs to civilian audiences in various settings.
- Communicates with diverse audiences (e.g., employees, agencies, the public, etc.) to provide information and clarification regarding training programs, actions, policies, and procedures.
- Participates in the preparation and administration of the EMS budget.
- Researches and identifies opportunities for acquiring grant funding for special projects and services and assists with grant applications.
- Communicates and interprets policies and procedures to all personnel. Monitors compliance with policies and procedures, ensuring corrective measures are taken if policies or procedures are not followed. Reviews policies and procedures and revises as needed.
- Acts in an on-call function for assigned duties not limited to Infection Control Officer; Narcotics Control Officer, Tactical Medic, or other duties as needed and or assigned.

- Develops and implements procedures for inspection and preventative maintenance of all EMS-related equipment to ensure proper operation, reduce operating costs, and lengthen operational service.
- Responsible for purchasing, receiving, storing, distributing, and demobilizing all EMS-related supplies, equipment, and vehicles in the Department. Prepare and/or review and submit station purchase order requests with accompanying justification documentation through the appropriate channels.
- Ensures operational integration of clinical functions to achieve program success, high customer satisfaction, excellent patient care, and safe operations.
- Responsible for planning, coordinating and evaluating formal quality assurance and improvement efforts throughout the organization using a planned, systemic, and organization-wide approach.
- Monitors quality assurance and improvement activities and provides coordination, consultation, and assistance in pursuing quality goals.
- Assumes the role of Incident Commander in complex emergencies, determining risk to people and property, selecting proper strategies, and implementing appropriate tactics in the mitigation of emergency incidents, and is accountable for the safety and well-being of firefighting personnel and civilians throughout such incidents.
- May be required to serve in the role of Division Chief in their absence.
- Participates as a member of or leads cross-functional and/or external project teams for the Department and City.
- Facilitates meetings with City and department staff as needed.
- Responsible for the planning, research, processing, and execution of special projects as assigned.
- Initiates projects of diverse scope, longer-term time frames, and significant complexity.
- Visits fire stations to meet with staff to build relationships and trust.
- Responsible for assigned personnel's conduct, efficiency, and discipline; monitoring division employees, their performance and activity reports, and the division's work priorities.
- Develops schedules and work programs for assigned personnel.
- Develops innovative solutions to broad and complex issues; takes a systems approach to problem-solving.
- May be on an on-call rotation and responsible for monitoring department activity after hours, responding to incidents in a support or command role as needed, speaking to media and serving as public information officer, and notifying the rest of the command staff of relevant incidents or issues.
- Performs analyses by utilizing organizational performance measures and data reporting tools to identify trends, opportunities, or other patterns for service delivery.
- Completes staff performance evaluations.
- Manages assigned division's budget.
- Provides direction in the form of broad goals and parameters and consultation to management and peers in the area of accountability.
- Represents the Roswell Fire Department at meetings; serves on multi-jurisdictional, disciplinary, regional, and/or local committees to design new or amend current programs while creating and promoting innovative solutions.
- Functions as a liaison between the fire department and surrounding fire department EMS officers to ensure cross-training in various disciplines are applied.

- Presents oral and written information internally or externally using proper grammar, punctuation, and content. Communicates information courteously and professionally at all times.
- Required to participate in City emergency management functions.
- Performs other duties as assigned, including (but not limited to): Special Operations, Public Information Officer, Emergency Management, etc.

EMERGENCY RESPONSE STATUS: As a condition of employment, this position will be required to work as directed during an undeclared and/or a declared emergency. The employee is subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the official job description.

MINIMUM QUALIFICATIONS

Education and Experience:

- Requires an Associate's Degree in Emergency Medical Services, Fire Science, Public Administration, or related field from an accredited educational institution, Bachelor's degree preferred; Five (5) years' experience with three (3) of the five years being supervisory experience in a career City or County fire department of similar size and composition, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.
- One year of active experience as an officer at Roswell Fire Department or within the last three years from another full-time progressive, City, or County Fire/EMS Department of similar size and composition preferred.
- Five (5) years of experience as a Paramedic.

Licenses or Certifications:

- Must be a Certified Firefighter in Georgia or possess an NPQ I or II Certification.
- State of Georgia or National Registry Paramedic Certification required. (Must be able to obtain State of Georgia Paramedic Certification within six months of hire).
- American Heart Basic Life Support, Advanced Cardiac Life Support, and Pediatric Advanced Life Support certifications with instructor status preferred.
- Incident Command System (ICS) 100, 200, 300, 400, 700, and 800 within six (6) months of employment.
- Blue Card Incident Command Certification within twelve (12) months of employment.
- Meet and maintain current requirements set forth by the Georgia Firefighter Standards and Training Act.

(*) If a candidate cannot be identified with the education and experience as outlined, other candidates with an equivalency of significantly higher-level experience or education may be considered.

Other/Special Requirements:

- Successfully meet the minimum physical agility requirements established by the Georgia Firefighters Standards and Training Council and the minimum medical fitness requirements of the NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments.
- Job performance requirements for the Fire Officer II/III as outlined in the current National Fire Protection Association (NFPA) 1021 Standards for Fire Officer Professional Qualifications.
- Possession of or ability to readily obtain a valid driver's license with the appropriate classification/endorsement to support the operation of fire apparatus within three months of being hired, with a satisfactory MVR.

Knowledge, Skills, and Abilities:

- Ability to provide effective and constructive communication; champions a culture that encourages and embraces new ideas, develops individuals and welcomes and encourages diverse perspectives.
- Maintains a positive attitude and approaches the job with enthusiasm and curiosity to promote a solutions-oriented work culture.
- Knowledge of modern firefighting and rescue techniques, methods, and practices.
- Ability to work in an immediately dangerous to life or health (IDLH) environment.
- Ability to safely command and mitigate a variety of emergency incidents of diverse size and complexity.
- Must be able to perform under considerable stress when confronted with an emergency.
- Knowledge of local government organizations, the function of various departments, agencies, and external organizations, and their roles and responsibilities related to the fire service and public safety.
- Comprehensive knowledge of the functional activities required to manage a public safety organization.
- Knowledge of principles, practices, and procedures of modern firefighting and EMS operations, fire prevention activities, and personnel training.
- Ability to learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.
- Skills in public speaking and the delivery of presentations.
- Ability to deal effectively with the public in groups and one-to-one.
- Ability to operate an automobile, personal computer, general office equipment, digital camera, or other equipment as necessary to complete essential functions.
- Skilled in the use of Microsoft Word, Excel, PowerPoint, e-mail software, and other computer programs.
- Ability to plan, assign, supervise, and review the work of designated staff.
- Ability to communicate verbally and in writing effectively, prepare clear and concise reports, and articulate strategic and innovative thinking.
- Ability to present information to City Council, fire personnel, citizens, and civic and governmental organizations.
- Ability to mitigate emergencies of varying sizes utilizing the National Incident Management System (NIMS).

PHYSICAL DEMANDS

The work is heavy work that requires the ability to exert heavy physical effort, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (50-100 pounds). Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions. Performance of fire suppression functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, water hazards, violence, disease, pathogenic substances, or rude/irate customers.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.