



Emergency Medical Services Chief

14.0 General Statement of Duties

The Emergency Medical Services Chief (EMSC) shall be responsible, under the supervision of the Fire Chief, for directing all functions and operations of the Emergency Medical Services Division. The EMSC may share in the position of Duty Officer, and as Duty Officer may be in command of the District in the absence of higher ranking officers.

14.1 Typical Tasks

The intent of this listing of "typical tasks" is to describe the principal functions of the position. The description shall not, however, be construed as a complete listing of the miscellaneous, incidental or substantively similar duties that may be assigned during the normal operation of the fire districts. Position descriptions described by Standard Operating Procedures (SOP) typically describe one of many functions a specific employee may be responsible for. This position will serve, through an established intergovernmental agreement, Columbia River Fire & Rescue and Scappoose Rural Fire District.

- A. The EMSC shall respond to all greater alarms, or other alarms where they may be requested, to assist and report to the Incident Commander for assignment. In the event the EMSC is the Duty Officer they shall utilize the adopted Incident Command System under the procedures of the District.
- B. The EMSC shall, under the direction of the Fire Chief and in cooperation with the District's Training Officer, be responsible for the oversight of the department's medical training, under the criteria of the Oregon Health Authority. The EMSC shall inform the Fire Chief of pertinent issues.
- C. The EMSC shall maintain up to date records on all personnel, both paid and volunteer, as to their EMS related licenses and certifications, and all ambulance and medical equipment.
- D. The EMSC shall develop, organize and supervise the delivery and level of EMS offered to the Districts' patrons.
- E. The EMSC will manage and provide oversight for the Single Role EMS program.
- F. The EMSC will manage, provide oversight, for the Community Paramedic program.
- G. The EMSC shall develop, short range, and long-range goals and objectives for the EMS division. They shall review those goals and objectives prior to implementation with senior staff to assure compatibility with other department programs and overall operation. The EMSC shall maintain these goals and objectives as they relate to the current deployment standards and requirements of the district.
- H. The EMSC shall submit, to the Budget Officer once a year, a budget for the operations of the various divisions under his command. The EMSC shall be responsible for the administration of the budget under their command.
- I. The EMSC is encouraged to attend conferences, schools and various meetings as directed to keep abreast of the new developments in their area of administrative responsibilities.
- J. The EMSC shall review the performance of all personnel under their direct supervision in accordance with the Fire District procedures. The EMSC shall maintain harmonious relationships with District personnel, other agency personnel and the public by exhibiting good judgment, tact, and courtesy.
- K. The EMSC shall be able to successfully drive and operate Fire District equipment and apparatus, in accordance with the Fire District policies and the laws of the State of Oregon.
- L. The EMSC shall perform such other duties as the Fire Chief may prescribe.
- M. Responding to emergency calls is a strenuous, stressful and hazardous occupation. The EMSC shall be physically and mentally capable of performing all activities that are required of their position.
- N. The EMSC shall maintain relations and act as a liaison with the physician advisor.



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- O. The EMSC shall act as the fire district's representative for the Columbia County Ambulance Service Area committee.
- P. The EMSC shall be a member of the EMS committee.
- Q. The EMSC is responsible for the quality assurance of patient care reports.
- R. The EMSC is responsible for assuring EMS protocols are updated annually.

14.2 Desirable Qualifications

- A. Ability to use new concepts and acquire skills rapidly.
- B. Ability to perform effectively under a variety of circumstances and in extreme situations.
- C. Ability to understand and give oral and written instructions.
- D. Ability to maintain composure and act rationally under emergency conditions.
- E. Ability to work effectively with the public, fellow employees and to project a positive image of the organization.
- F. Ability to communicate effectively orally and in writing. Physical strength and ability sufficient to perform work of the class as established by the Fire District.

14.3 Experience and Training

Must have direct work experience as a paramedic in good standing for seven years. Current licensure as EMT with Oregon Health Authority or National Registry required at hire. Experience in the fire service per District Division Chief job description. Must have worked in a managerial capacity. Must have extensive knowledge of modern EMS system operations and techniques, and be familiar with the regulations, laws, and ordinances as they relate to emergency medical delivery and pre-hospital care.

14.4 Required Qualifications

Employee must meet the minimum qualifications of a Division Chief for Columbia River Fire & Rescue.