



## FRANKLIN COUNTY PUBLIC HOSPITAL DISTRICT #1

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### JOB DESCRIPTION

POSITION TITLE: Emergency Medical Services Chief

FLSA STATUS: Exempt

EMPLOYEE GROUP: Contract

ANNUAL SALARY: Ranging from \$95,000 - \$110,000 DOE plus benefits

#### **EMS CHIEF POSITION:**

The EMS Chief serves as the Chief Executive Officer (CEO) and Budget Officer for the Public Hospital District. Responsibilities include planning, coordination, and implementation of all District budgets, programs activities, and policies established by the Board of Commissioners. The Chief coordinates the operations of the District with other local, regional, governmental, and state agencies. Other duties may include functioning as a Duty Officer and/or Command Officer at emergency scenes.

#### **ESSENTIAL JOB FUNCTIONS:**

Plan, organize, direct, and coordinate the activities of District staff in the protection of life and the provision of emergency medical treatment and transport to the sick and injured.

Review, update, and implement policies and procedures.

Discipline and / or dismiss personnel according to District policies and procedures.

Foster safe work practices. Develop and maintain an efficient and effective organization.

Establish departmental goals and objectives and review their progress.

Prepare, justify, and present the annual proposed budget for respective areas of responsibility, and account for expenditures within the approved budget.

Attend the District Board of Commissioners meetings to assist in the formulation of budget, policies, and agreements.

Attend Officers Meetings, Chiefs Meeting, Regional Meetings, CQI, OTEP, and meetings pertaining to EMS and / or benefit to our District.

Keep abreast of the laws, standards and innovations that affect operation and organization of the District.

Respond to and, if necessary, take command of overall operations at major emergencies within the District's area of responsibility.

As needed, perform the duties of a command officer and fulfill the obligation of serving as Duty Chief.

Provide effective communication within the District and the community.

Review and approve training programs under the direction of the MPD Director.

Develop plans for the maintenance and replacement of District buildings, facilities and equipment; prepare specifications for purchasing of new facilities, apparatus, and equipment.

Prepare and review reports and maintains records related to emergency medical activities as required by laws, protocols, or other requirements.

Meet with and make presentations to community groups and associations, promoting the District.  
Recruit and select department employees.

Prepare and submit periodic reports to the Board of Commissioners regarding the District's activities and prepare a variety of other reports as appropriate, including the annual report of District's activities.

Attend local, regional and conferences and meetings to obtain information about, and cooperation in, the provision of emergency incident mitigation.

Establish strong working relationships with other Emergency Providers.

Perform other duties as required and outlined by the Board of Commissioners.

**JOB QUALIFICATION REQUIREMENTS:**

**Minimum Qualifications:**

- High school diploma or GED equivalent; associate's degree (or equivalent) in public administration, business administration, or a closely related field. Ten (10) years of experience in emergency medical services work, five years of which must have been equivalent to a supervisor or higher.
- Possession of a valid Washington driver's license or required to obtain within 30 days of hire. Must be insurable by our insurance provider.
- Certified as an EMT or higher in the state of Washington.
- Residence in the District within a year of hire.

**Desirable Qualifications:**

- Knowledge and / or experience in writing / application of grants.
- Familiar with Washington Administrative Code (WAC) and Revised Code of Washington (RCW) as related to delivery and management of Emergency Medical Services.

**Necessary Knowledge, Skills and Abilities:**

- Modern emergency medical service principles, practices and procedures; emergency incident safety procedures and practices, programs and projects, prevention activities, and emergency medical laws and ordinances.
- Operation and maintenance of emergency medical equipment and apparatus; the principles and application of personnel supervision practices.
- Operations of on-call volunteer EMS programs; ability to use variety of technology (computer / information technology) to manage day to day operations of the District.
- Ability to effectively command a scene, using the Incident Command System
- Communicate effectively both verbally and in writing; plan, organize and direct the work of others to meet overall objectives and goals.
- Establish and maintain effective working relationships in the community.
- Analyze the effectiveness of the District and correlate its development with changing conditions in the District and contract-protected areas.
- Use good judgment while effectively directing the operations of personnel and equipment in emergency situations.

- Safe operation of emergency equipment and vehicles.

**SUPERVISION RECEIVED:**

-Work is performed under the general direction of the Board of Commissioners.

**SUPERVISORY RESPONSIBILITIES:**

-Supervises Administrator, and other District staff, officers, and volunteers.

-Administers disciplinary actions up to and including discharge without cause.

**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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

-While performing the duties of this job, the employee is frequently required to sit, talk or hear, stand, walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

-Occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

-Must possess the strength and stamina sufficient to lift and carry patients and equipment while wearing protective clothing and work in a variety of environmental conditions.

-Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**TOOLS AND EQUIPMENT USED:**

-Computer, including word processing and spreadsheet programs, database, and Internet; smartphone, two-way radio, copier, and fax machine. This position requires use of District vehicles and technical and mechanical emergency response equipment.

**WORK ENVIRONMENT:**

-The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

-Work is performed primarily in office, private residences, vehicle, and outdoor settings in all weather conditions, including temperature extremes, during day and night hours. Work is often performed at emergencies, under stressful conditions. The employee is exposed to hazards associated with rendering emergency medical assistance during emergencies.

-Employees in this position are required to work in areas or around equipment which may meet or exceed the OSHA Hearing Conservation sound level. Employees in this position will participate in the District's Hearing Conservation Program. Wear earplugs in loud / noisy situations.

-This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

**The job description does not constitute an employee agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. This position is an at-will-employment position. The employee may be terminated from this position with or without cause at the sole discretion of the Board of Commissioners.**