

City of South San Francisco  
Human Resources  
Department

**EMS Battalion Chief**  
Job Class Description

**Definition**

Under general direction, coordinates and maintains an effective emergency medical services (EMS) program for the City's Fire Department, including pre-hospital and transport care that delivers excellence in patient care; monitors EMS and operational field performance; works closely with department personnel to provide in-house medical control, training and quality improvement programs through positive professional interaction; may serve as relief Battalion Chief and/or incident commander on emergencies, as qualified; and performs related work as assigned.

**Distinguishing Characteristics**

The EMS Battalion Chief differs from other Battalion Chiefs in that the focus is the development, implementation and oversight of a comprehensive EMS program rather than managing fire suppression activities.

**Typical and Important Duties**

1. Recommends and implements goals and objectives related to the administration and operation of various fire and emergency services; establishes performance standards and methods for fire and emergency services; and develops and implements policies and procedures.
2. Provides clinical and operational support and oversight as it relates to medical response and treatment.
3. Responds to large scale and high profile EMS incidents and serves as Medical Group Supervisor.
4. Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for staff, equipment, materials, supplies, and special projects; and monitors and controls expenditures.
5. Oversees and audits all ambulance billing, ensuring compliance with CMS regulations as it pertains to ambulance reimbursement.
6. Serves as Designated Infection Control Officer, CMS Authorized Official, Privacy Officer and San Mateo County EMS Agency Clinical Liaison for patient care issues.
7. Evaluates employees' responses as it relates to EMS calls; and mentors and develops employees.
8. Maintains files on Paramedic Firefighters to ensure current certification in accordance with County and State standards.
9. Conducts and participates in EMS training, coordinating and scheduling continuing education opportunities including field care audits, field observations, ride-alongs, and attendance at mandated and recommended trainings; and manages paramedic internship program.
10. Provides direction and oversight of the medical controlled substance inventory; ensures the

- controlled substance program complies with federal regulatory requirements.
11. Works with vendors for EMS equipment and supplies as needed; develops plans for major EMS equipment purchases; and manages inventory and/or accountability of EMS equipment and supplies.
  12. Initiates and maintains a Quality Assurance/Quality Improvement program and monitors the outcomes to facilitate operational changes and focus future training priorities.
  13. Prepares and maintains a variety of records and reports; and prepares a variety of comprehensive staff reports.
  14. Represents the department on committees, task forces and at meetings.
  15. Answers requests for information and maintains effective public relations that may include addressing public gatherings.
  16. May respond to emergency incidents, taking command until relieved by a superior, as qualified, directing and supervising fire control work; and may personally assist in the work of extinguishing fires and performing related lifesaving and property protection work, as qualified.
  17. Serves as Acting Fire Chief or Acting Deputy Fire Chief as required.
  18. Builds and maintains positive working relationships with co-workers, other City employees and the public, using principles of good customer service.
  19. Performs related duties and responsibilities as assigned.

### **Job-related Qualifications**

#### *Knowledge of:*

- Principles, practices, and procedures of ambulance operations, including supply chain management.
- Ambulance operation, patient billing and legal aspects of operating first responder paramedics and ambulance transport paramedics.
- Rules and regulations of the City and the department.
- Operation and maintenance of apparatus and equipment used by the department.
- Advanced life support, first aid, rescue, and related equipment and practices.
- Principles of management, supervision, training, and employee development.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.
- Modern and accepted methods of training, both classroom and in-service.
- City, State, and National Fire Protection and Life Safety Codes.

#### *Ability to:*

- Organize, implement and direct emergency medical services operations.
- Prepare clear, concise, and complete oral and written reports.
- Manage advanced life support quality assurance/quality improvement plan.
- Maintain records and submit reports.
- Interpret and explain laws, codes, and regulations affecting the various functions of the department's Emergency Medical Services. Represent the City, the department, or the

organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.

- Assist in the development and monitoring of an assigned program budget.
- Supervise, train and evaluate personnel.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Effectively direct and coordinate assigned functions.
- Effectively speak in public.
- Effectively command personnel and coordinate emergency incidents.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Work in a safe manner modeling correct City safety practices and procedures; coach others and enforce adherence to safety policies and procedures.
- Maintain confidentiality regarding sensitive information.
- Obtain and maintain certifications adequate to provide advanced life support and basic life support training and continuing education.

*Skill in:*

- Operating a personal computer and associated applications.

**Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

*Experience:* Seven years of firefighting experience in an agency comparable to South San Francisco, including at least three years of progressively more responsible supervisory experience OR seven years of increasingly responsible experience in emergency medical services/pre-hospital care, including three years of progressively more responsible supervisory experience.

*Training:* Equivalent to graduation from high school, supplemented by college-level coursework in fire science, nursing, health care, public administration or business administration.

**Licenses and Certificates**

The following licenses or certifications must be maintained as a condition of employment:

- Possession of an appropriate, valid California driver's license to drive SSFFD fire apparatus (ambulance) and may be required to obtain CA DMV ambulance endorsement. Driving record will be checked periodically.
- Possession of one the following valid certifications of registration as a:
  - Registered Nurse or Physician Assistant; or
  - Nurse Practitioner with experience in Emergency Medicine or prior field paramedic experience; or

- Possession of a current license to practice medicine as a Medical Doctor, preferably with experience in the emergency medical field.
- Advanced life support paramedic/EMT-P and the ability to obtain San Mateo County Accreditation prior to employment.
- Possession of current certification or successful completion of the equivalent of the following:
  - Pediatric Advanced Life Support (PALS) curriculum.
  - Life Support (BLS) and Advanced Cardiac Life support (ACLS) curriculum.
  - Pre-hospital Trauma Life Support (PHTLS) or Basic Trauma Life Support (BTLS) curriculum or equivalent.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist; climb ladders, stairs, and scaffolding; lift and carry 100 pounds; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone.

*Work Environment:* Mobility to work in a typical office setting or field environment with exposure to cold, heat, noise, outdoors, vibration, confining spaces, dust, chemicals, explosive materials, mechanical hazards, and electrical hazards.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work on-call, stand-by, and shifts; work protracted and irregular hours; communicate effectively of various media.

Approved: June 22, 2016  
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