

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: EMS PROFESSIONAL STANDARDS OFFICER
DEPARTMENT: FIRE
REPORTS TO: DEPUTY FIRE CHIEF

JOB CODE: 3145
DATE: 2/08

JOB SUMMARY:

Responsible for providing oversight for the department EMS program, as well as an ongoing oversight of the Department's suppression, hazardous material, and general emergency training programs.

ESSENTIAL JOB FUNCTIONS:

Provides oversight for the department Emergency Medical Services program.

Exercises oversight of the department's EMS, firefighting, and related hazards training program.

Carries out job responsibility in accordance with city policies, procedures, and applicable laws, including training in job skills, evaluating performance, resolving problems, and planning, assigning, and directing work.

Confers with superiors to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.

Assists in budget preparation, purchasing, and various administrative functions.

Guides and instructs department employees in all aspects of departmental services.

Develops, instructs, and evaluates training courses and curriculum that meet state and national certification requirements; addresses special or operational needs of the department.

Ensures the maintenance of all training records; ensures that all members' necessary certifications are current.

Maintains records and completes reports on training activities.

Act as liaison with New Hampshire Fire Standards and Training, New Hampshire Medical Control Board, New Hampshire Emergency Medical and Trauma Control Board, and other pertinent training organizations.

Serves as a career development officer for the department.

Serves as designated safety officer for the department, including emergency scenes.

Drafts and recommends policies and procedures.

Drafts goals and objectives and recommends strategies and priorities for attainment of objectives.

Supervises and directs the work of uniformed and civilian fire department personnel; may write, review, or approve performance evaluations; approves or denies training requests; monitors performance through direct observation or reports of activities.

May review performance evaluations completed by subordinate departmental personnel.

Interacts with citizens in order to respond to inquiries and complaints and to establish rapport and trust.

Confers with the Fire Chief on key issues.

Plans, allocates, coordinates, and monitors departmental resources to ensure efficient and economical operations.

Responds to major emergencies in order to render assistance to members and to take charge of situations if necessary; makes assignments of personnel; supervises activities at the scene; responds to accidents involving fire personnel in order to assess and appropriately handle situation.

Interacts with the Mutual Aid Community.

May assume temporary command of the department on order of or in the absence of the Fire Chief and/or Deputy Fire Chief.

Conducts workshops, conferences, and other training sessions.

Identifies appropriate training resources; maintains current knowledge of contemporary training technologies.

Serves as a member of the department safety committee.

Serves as a member of the city joint loss committee.

Investigates complaints against department members and recommends appropriate disciplinary actions as needed.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computers	Digital Media Equipment	AV Equipment
Phones	Cell Phones	Radios
Emergency Medical Equipment	Department Apparatus	
Firefighting, EMS, Technical Rescue, and Hazardous Materials Tools		

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree in Education, Fire Science, Public Administration, Emergency Medicine, or Management and, seven years of experience in the area of EMS, fire suppression and extinguishment, with at least five years at a supervisory level or, any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

New Hampshire Firefighter II (within one year)
Certified Fire Instructor
Valid New Hampshire Driver's License
Paramedic (desirable)
New Hampshire EMS Providers License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Techniques of fire safety and prevention, including inspection methods, construction and occupancy of buildings, fire hazards, and methods of eliminating hazardous conditions.

Record keeping, report preparation, filing methods, and records management techniques.

Basic budgetary principles and practices.

Principles and practices of modern EMS/Firefighting techniques and equipment.

Standard business arithmetic, including percentages and decimals.

Skill in:

Understanding and following departmental policies, rules, and instructions.

Understanding and carrying out oral and written instructions and giving close attention to detail and accuracy.

Reading and interpreting documents such as building plans, safety rules, operation and maintenance instructions, and procedure manuals.

Enforcing laws and regulations firmly and impartially.

Speaking effectively before groups of employees and public groups and responding to questions.

Writing reports, correspondence, and procedure manuals.

Using tact, discretion, initiative, and independent judgment within established guidelines.

Communicating clearly and effectively.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Planning, organizing, assigning, directing, reviewing, and evaluating the work of others.

Motivating staff and providing for their training and professional development.

Safely operating emergency vehicles and their equipment, especially under stressful and/or dangerous conditions.

Analyzing emergency and routine situations efficiently and accurately in order to objectively stabilize situations and to determine best courses of action.

Mental and Physical Abilities to:

Understand and follow departmental policies, rules, and instructions.

Analyze situations and to take effective courses of action.

Understand and carry out oral and written instructions, giving close attention to detail and accuracy.

Solve practical problems and deal with a variety of discrete variables in situations where only limited standardization exists.

Remain calm, maintain control, and make logical decisions in applying firefighting principles while directing emergency situations.

While performing the essential functions of this job, the employee is frequently required to stand, walk, sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, talk, hear, smell, and use hands to finger, handle, or feel. The employee is occasionally required to lift and/or move in excess of 100 pounds.

The employee is required to use distance vision, color vision, and depth perception to accomplish job responsibilities.

Working Conditions:

While performing the essential functions of this position, the employee is frequently exposed to flames, smoke, extreme hot or cold conditions, work near moving mechanical parts, work in high precarious places, hazardous materials, risk of electrical shock, highly contagious and/or infectious diseases through close contact with patients and/or contaminated body fluids, and violent and uncontrollable individuals.

Working time may require irregular hours and flexible schedules.

Incumbent's working conditions are typically quiet, but may become very loud responding to emergency calls and at the scene of a fire or other emergency.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.