# *Grant County Fire Protection District 3*

*POLICY AND PROCEDURE*

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1. NUMBER: 4.2.10

2. SUBJECT: ***Job Description –EMS Medical Service Officer***

3. POLICY: EMS Medical Service Officer will oversee all aspects of the EMS Operations.

4. SCOPE: This Policy and Procedure is applicable to the EMS Medical Service Officer of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief shall ensure that this Policy and Procedure is adhered to.

   B. The EMS Medical Service Officer will adhere to the Policy and Procedure.

6. PROCEDURE:

   A. Supervision Received: The EMS Medical Service Officer has the obligation to perform the EMS duties assigned by the District Fire Chief.

   B. Supervision Exercised: Coordinate, instruct and supervise the work of EMS personnel as assigned.

   C. EMS Medical Service Officer Duties and Responsibilities:

      1. Plans, coordinates, supervises and evaluates EMS operations.
      2. Provide technical support to the District Fire Chief and Board of Commissioners, including interpretation and application of policy and procedure, and developing recommendations regarding EMS matters.
      3. Direct EMS operations to achieve goals within the budgeted funds and available personnel.
      4. Provide managerial leadership and input on the selection and evaluation of district staff regarding EMS Operations. Conduct or oversee performance evaluations to ensure timely feedback to the employee. Assure all personnel are trained and equipped to perform the EMS expected duties.
      5. Serve as the District Medical Services Officer.
      6. Direct District activities regarding EMS and EMS Training.
      7. Direct and develop short and long-range goals and objectives for assigned EMS operations.
      8. Perform the duties of the Districts Health and Safety officer as required by the Washington Administrative Code (WAC 296.305).
      9. Reviews District EMS performance, effectiveness and formulates

programs to correct deficiencies in EMS Operations.

10. Researches and applies for EMS grant funding authorized by the District Fire Chief.
11. Assist in the preparation of the annual EMS budget for the District, in conjunction with planning for and reviewing specifications for new EMS or replacement equipment.
12. Monitor EMS expenditures to assure compliance with approved budget level and standards.
13. Responds to EMS alarms and perform EMS duties on scene as required.
14. Assist with the establishing and maintaining of job procedures and requirements for EMS personnel.

E. Peripheral Duties:

1. Attends periodic schools, conferences, workshops and seminars as directed by the District Fire Chief to maintain a high degree of ability, knowledge and understanding of fire service methods, practices, developments, and attitudes.
2. Maintains contact with general public, District Officers, and other District officials in the performance of Grant County Fire District 3 activities.

F. Knowledge Ability and Skills:

1. Ability to meet and deal with the public in a courteous and professional manner and promote a positive image of Grant County Fire District 3. Able to handle stressful situations.
2. Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.
3. Must be a legal resident of the United States.
4. Must poses or be able to obtain by time of hire a valid Washington State Driver's License without record of suspension or revocation in any state.
5. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures.
6. Skill in operation of listed tools and equipment.
7. Demonstrate a working knowledge of bookkeeping and accounting principles.
8. Demonstrate a working knowledge of the State of Washington Budgeting, Accounting and Reporting System.
9. Working knowledge of the EMS system, and state requirements for an EMS agency.

10. Demonstrate written and oral communications skills sufficient to maintain productive working relationships both internally and externally as well as prepare detailed reports.
11. Ability to read and write the English language.
12. Must have well-developed written and oral communications skills.

G. Special Requirements:

1. Must be twenty-one (21) years of age or older at time of hire.
2. Must possess a Washington State EMT Basic or higher certification.
3. Must possess a Washington Certification of Senior EMS Instructor.
4. Successful background investigation. Have not been convicted of a job-related crime or released from prison within the last 10 years.

H. Tools and Equipment Used: Telephone system; personal computer, including word processing software; copy machine; postage machine; fax machine; calculator, EMS equipment.

I. 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
2. The employee must occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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

1. Work is performed in shop, office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
2. The employee occasionally works near moving mechanical parts and in

high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

3. The noise level in the work environment is usually quiet in office settings, and loud at shop and emergency scene.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**NOTHING CONTAINED IN THESE JOB DESCRIPTIONS OR ANY OTHER WRITTEN POLICY OF THE DISTRICT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THESE JOB DESCRIPTIONS FOR THIS FIRE DISTRICT OR ANY OTHER WRITTEN POLICY OF THE DISTRICT ARE MERELY STATEMENTS OF DISTRICT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE DISTRICT RESERVES THE RIGHT TO MODIFY THE AFOREMENTIONED JOB DESCRIPTION AND DISTRICT POLICIES AT ANY TIME.**