



## TARRANT COUNTY EMERGENCY SERVICES DISTRICT NO. 1

4900 River Oaks Boulevard, River Oaks, Texas 76114

### POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Battalion Chief – EMS Operations	<b>DEPARTMENT:</b>	Administration
<b>DIRECT REPORT:</b>	Deputy Director/Assistant Chief	<b>FLSA CATEGORY:</b>	Exempt

#### Summary of Duties:

The Battalion Chief – EMS Operations and Training serves in partnership with the Deputy Director/Assistant Chief – EMS Operations and Training. Under minimal direction, the Battalion Chief Oversees, coordinates, plans, and organizes the department’s EMS transport program and the Fire/EMS training program. This includes assisting in hiring, discipline, budget, protocols, policies and procedures development, overseeing, creating and implementing all EMS and training needs for the District. The position is also responsible for EMS and training compliance with local, state and federal laws.

#### Essential Position Functions:

- Maintains compliance with State infectious disease protocols and serves as the Department Designated Basic Infectious Control Officer.
- Serves as the liaison with the State of Texas to ensure educational programs fulfill state and federal requirements.
- Procures Department medical equipment and supplies; coordinates with vendors for repair, maintenance and purchase of new equipment as needed.
- Manages Quality Assurance/Inspection program for all EMS runs and identifies areas where training and remedial education are needed.
- Acts as District Liaison with Medical Director.
- Assist in hiring, trains, supervises and evaluates performance and productivity of assigned personnel, monitors and ensures staff compliance with departmental policies, procedures and applicable regulatory requirements, approves time and attendance, addresses and investigates complaints, performance or disciplinary issues, makes shift schedules and work assignments, provides needed supplies for staff, and ensures scheduling and completion of subordinate training. This includes assisting command with initial and field training of new employees.
- Oversees and coordinates the administrative and operational activities of assigned areas of the District including preparing protocols, policy, procedures, memos, safety messages, and regulatory compliance.
- Manages department resources to achieve maximum performance and efficiency.
- Applies verifiable training, evaluation, and testing to ensure the emergency preparedness and operational readiness of assigned Battalion.
- Commands and manages emergency incidents to a safe, efficient, and successful conclusion in compliance with standards set by the District as assigned.

- Coordinates the training of subordinates as necessary to promote professional development and efficiency.
- Serves as a liaison between field and administrative staff and provides representation during meetings.
- Assists in strategic planning, ambulance deployment, and purchasing.
- Assists with establishing appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and allocates resources accordingly.
- Assist in preparing annual budget for assigned areas, administer and monitor the budget after adoption.
- Maintains knowledge of current principles and practices, technology, regulations, and literature that apply to industry standards to apply where appropriate within the District.
- Performs assigned studies, research, and analysis.
- Actively participates in internal and external meetings, boards, commissions, professional training/conferences, various events, and public engagement activities, or programs.
- Perform safety officer, fire suppression, medical, EOC, risk reduction, and Hazardous Material duties when necessary.
- Additional duties as assigned.

**Required Knowledge and Abilities:**

- Knowledge of laws, codes, regulations, principles, practices and methods of Fire/EMS, techniques of modern fire suppression.
- Knowledge of effective EMS transport administration.
- Knowledge of effective EMS training program administration.
- Knowledge of controlled substance management.
- Knowledge of budget preparation and budget administration.
- Skilled in dealing with people (employees, citizens, and council members)
- Basic computer skills with extensive knowledge of fire departments records management and reporting software.
- Ability to train EMTs and Paramedics.
- Ability to plan, initiate and carry out long term programs.
- Ability to read and interpret fire and EMS codes and related regulations.
- Logistics experience with supply chain.
- Ability to perform administrative tasks including report preparation and development of policies and procedures.
- Ability to read plans as they relate to fire safety.
- Ability to exhibit emotional stability and courage to perform under stress.
- Ability to maintain physical endurance and agility.
- Ability to report to work regularly and other times as needed to perform the required job duties.
- Must be a self-starter with a focus on problem-resolution.
- Must be analytical and detail oriented.
- Must have effective organizational and time management skills.
- Skill in public speaking and ability to make effective presentations to a variety of audiences.

- Excellent communication skills both orally and in writing including proficient listening skills, rules of grammar, practices of document preparation, and conveying information in a concise, tactful, professional manner.

**Education, Training, and Experience:**

- Requires an Associate’s degree from an accredited college or university in EMS, or related field.
- Experience providing emergency medical service related training.
- Possession of Texas Department of State Health Services (DSHS) Paramedic Certification required.
- Possession of Texas Department of State Health Services (DSHS) EMS Instructor Certification or the ability to obtain within one year.
- Possession of Texas Commission on Fire Protection Advanced Firefighter Certification.
- Possession of Texas Commission on Fire Protection Fire Instructor II Certification or the ability to obtain within one year.
- Possession of Texas Commission on Fire Protection Fire Officer II Certification or the ability to obtain within one year.
- Preferred certifications: CPR Instructor, ACLS Instructor, and PALS Instructor.

**Physical Requirements and Working Environment:**

*The work environment and physical demands 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.*

Work is generally performed in a climate-controlled office environment; however, the role of Battalion Chief – EMS Operations may include roles and responsibilities that may involve exposure to extreme weather conditions, extreme heat, unstable structures, hazardous materials, emergency situations, body fluids, infectious diseases and pathogens. Functional vision and hearing to differentiate sounds (voice, horn) is required. Must maintain a level of physical fitness that enables you to perform the essential functions of the position without restriction.

*THE DISTRICT RESERVES THE RIGHT TO CHANGE OR REVISE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.*

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Employee

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Date