



PERINTON AMBULANCE



<h2>Job Description - Chief</h2>	Guideline Number	2.101
	Original	9/1/2017
	Last revised	9/23/2019
	BoD Approval	
	Effective	1/1/2018
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Position Title: Chief

Reports To: Vice President

Direct Reports: Deputy Chief
Office Manager
Line Supervisor(s)
Line Personnel

Status: Exempt – Employee

POSITION SUMMARY

The Chief is responsible for developing, managing, and evaluating all aspects of daily Emergency Medical Services (EMS) operations, including the provision of Advanced Life Support (ALS) and Basic Life Support (BLS) care to all patients encountered by the service. This position oversees and coordinates daily operations of career, part-time, and volunteer services in the best interest of the public and functions under the direct supervision of the Vice President.

The Chief is required to maintain compliance with applicable agency, regional, state, and federal job descriptions pursuant to level of certification, to include regularly scheduled shifts as a field provider as outlined below. The Chief may be subject to the usual hazards of emergency response work.

GENERAL KNOWLEDGE, SKILLS, ABILITIES

- Comprehensive knowledge of all aspects of emergency medical service systems and operations, specifically “combination” type agencies and preferably non-profit, community based organizations
- Strong knowledge of local, state, and federal emergency medical services regulations
- Familiarity with CAD (computer aided dispatch), EMD (emergency medical dispatch), and public safety communications systems and principles
- Skilled in interpersonal relationships with the ability to work with and support career, part-time, and volunteer personnel in the accomplishment of their duties
- Ability to interact with and positively motivate all personnel in a variety of situations
- Knowledge of techniques and practices of personnel administration, including management techniques for leading a multi-generational, tiered workforce



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- Knowledge of conflict resolution, “Just Culture”, and progressive corrective action and disciplinary practices
- Ability to serve and contribute to the executive team and maintain productive working relationships across the agency
- Excellent time management, project management, coordination, collaboration, and delegation skills
- Ability to develop and maintain accurate records and articulate findings clearly in reports.
- Strong analytical abilities
- Exceptional ability to communicate complex concepts in both written and oral format, including public presentations
- Familiarity with state, federal, and private grant application processes
- Proficiency with Microsoft Office suite of applications, electronic patient care reporting system (web-based and mobile applications), and asset management applications

EDUCATION AND EXPERIENCE

- Requires a Bachelor’s degree with a major in Emergency Medical Services, Emergency Management, Business Administration, Organizational Management, Public Administration, or a related field
- New York State Emergency Medical Technician certification required or reciprocity eligible; Paramedic certification preferred
- Minimum of 15 years in emergency medical services with a minimum of eight (8) in administrative and/or operational management
- Extensive demonstrated upwardly mobile experience in emergency medical services or related field
- Field response and incident command experience is required
- Demonstrated ability to manage complex tasks and multiple projects simultaneously and to work well with the public, co-workers, and superiors
- Must be NIMS compliant to IS-300 within 12 months of employment
- Must be CACO certified within 12 months of employment

The Perinton Volunteer Ambulance Corps, Inc., dba Perinton Ambulance

1400 Turk Hill Road Fairport, NY 14450 (585) 223-4150 www.perintonambulance.org



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ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and enforce agency policies and operational guidelines
- Ensures compliance of agency policies, procedures, and operational guidelines with local, state, and federal regulations
- Oversee scheduling of staff to maintain established operational needs
- Plan, coordinate, and maintain progressive, comprehensive programs to prepare personnel for EMS response duties, correct performance deficiencies, and provide professional development opportunities
- Oversee periodic performance evaluations of all subordinate personnel for final approval by the Audit Committee
- Perform field audits of personnel as available
- Serve as part of agency Officer-on-Call rotation in conjunction with other subordinate supervisory positions
- Respond to “major” incidents within the agency’s jurisdiction, including but not limited to working fires, disasters, significant motor vehicle collisions, etc.
- Maintain regular contact with personnel across all shifts, to include evenings, overnights, and/or weekends on a monthly basis
- Plan, promote, and develop goals and objectives for the agency’s EMS operations
- Provide coordination of department programs and operations, including development and evaluation of program effectiveness
- Ensures appropriate tracking and disposal of medical equipment, supplies, and pharmaceuticals
- Develops and/or implements preventative and corrective maintenance programs for all equipment and vehicles
- Assist with billing functions and cost of service analysis
- Assist in the maintenance, review, and analysis of departmental records providing any necessary reporting to local, state, or federal agencies as directed or required
- Serve as agency’s Compliance Officer
- Monitor workforce planning to meet anticipated needs of the agency
- Assist in application review and interview process for agency personnel

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- Assist in the selection of subordinate supervisory positions in conjunction with applicable committees for approval by the Board of Directors
- Monitor trends in EMS and healthcare to ensure provision of quality patient care
- Develop innovative plans to effectively and efficiently maximize utilization of resources
- Provide effective leadership to achieve desired outcomes; plan and budget for resources necessary to accomplish goals and objectives
- Provide regular updates to Vice President as directed
- Prepare and presents a written monthly report to the Board of Directors
- Prepare and present a written annual report to include, at a minimum, significant activities, achievements, specific goals, and/or major project updates
- Develop and manage operational and capital budget items in conjunction with the Board of Directors
- Develop and update (at least annually) an operational strategic plan in conjunction with the Board of Directors
- Serve as an *ex officio* member of agency committees as directed by the Vice President
- Oversee outside consultants, vendors, contractors, and other major projects on behalf of and as directed by the President, Vice President, or Board of Directors
- Maintain positive relationships with elected or appointed officials, other EMS, fire, and law enforcement agencies, hospitals, community and business representatives, and the general public
- Represent the agency in a variety of local, county, regional, and/or state meetings
- Assists in procuring funding through outside agencies and grants
- Maintain qualification as EMT / Paramedic through regularly scheduled duty time not less than 24 hours per month
- Other duties as assigned

ADDITIONAL

- Must be at least 21 years of age at time of appointment
- Must possess, or be able to obtain by time of appointment, a valid New York State driver's license and meet insurability requirements of agency's auto insurance carrier

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- Must maintain standards outlined in the New York State Bureau of EMS Policy 00-10 Functional Position Description Emergency Medical Technician – Basic (EMT-B) / Advanced Emergency Medical Technician (AEMT)
- Must pass an agency physical, drug screen, background check, and EMS provider physical agility test
- Must reside within 30 miles of Perinton Ambulance within six months of employment
- Must be able to dedicate to full time employment by Perinton Ambulance. Outside employment shall not interfere with the duties and responsibilities of this position. Secondary employment within the same or similar profession shall not conflict with the duties and responsibilities of this position.

The Perinton Ambulance Board of Directors reserves the right to waive any of the minimum qualifications set forth above and to consider any other qualifications or combinations that, in the opinion of the Board of Directors, will serve as an adequate substitute for those minimum qualifications.