



TOWN OF MOUNTAINAIR

EMS Department

EMS Chief

JOB TITLE: Emergency Management Services (EMS) Chief

SALARY: \$52,000 annual

BENEFITS

- 100% Health, dental & vision coverage for employee and spouse (up to \$16,221.12 annual value)
- PERA Municipal Plan 2

SUPERVISION

Reports directly to and performs under the direction of the Mayor. Supervises all EMS Department personnel.

EMPLOYMENT STATUS

The position of EMS Chief is an “At Will Employee” position. As such, the EMS Chief serves at the pleasure of the Mayor and is not “protected” by the Personnel Policy Ordinance.

PURPOSE AND NATURE OF JOB

The EMS Chief is recommended or appointed by the Mayor and confirmed by a majority vote of the Town Council. The EMS Chief shall consult with the Mayor on all cases of major importance.

Under the general direction of the Mayor, the EMS Chief manages all activities of the Town of Mountainair EMS Department. Will provide direction and leadership to the Department consisting of administration, operations, evaluation, and prevention through effective planning, staff management, resource allocation, and sound fiscal practices to ensure continuous coordination of programs, initiatives, and strategies required to meet the Town's goals and objectives and implement policies and procedures to advance the Department's mission, goals, and objectives. The Chief will be expected to develop a rapport with the citizens of the Town, the Governing Body, business owners, other county and state EMS services and agencies, and other stakeholders. This position involves competing demands, performing multiple tasks, working to deadlines, responding to customer concerns, and regular work beyond normal business/shift hours which may involve an irregular schedule, long hours, weekends, and holidays.

JOB DUTIES

- Responds to EMS calls for service.
- Oversees the daily operations of the Mountainair Fire & Rescue ambulance service in accordance with Federal, State, and County laws, regulations, policies and procedures and Town Ordinances.

- Oversees the ordering, inventory, and record keeping of controlled dangerous substances according to standards set by the federal code and the State of New Mexico including preparing and submitting the annual Pharmacy Clinic License.
- Monitors daily activities and matters of Department personnel including scheduling.
- Following Town procedures and policy, recommends employees for hire and promotion; evaluates, disciplines, and terminates employees; guides, mentors, and develops employees in the accomplishment of their duties and professional growth.
- Investigates complaints against personnel, makes determinations and provides recommendations on disciplinary actions.
- Maintains personnel records to ensure all required documents and certifications are on file.
- Maintains time records for employees and submits them for payroll as required.
- Prepares and submits the annual EMS Fund application, PRC reports, and other required operational reports.
- Seeks revenue sources to ensure fiscal sustainability of the Department.
- Oversees the preparation and submission of call reports and run sheets as required by the State.
- Completes coding, billing, and collections for ambulance services once certification is obtained within specified period as noted in Education section.
- Works with the Town in managing expenses and financial reports including estimating and administering an annual budget.
- Maintains necessary supplies and equipment.
- Ensures the regular proper upkeep, inspection, maintenance and repairs of the ambulance and other equipment.
- Performs general clerical tasks, which may include answering telephones, recording, relaying messages, using various office equipment (i.e., fax machine, copier, projector, etc.).
- Performs inspections of EMS station, personnel, and equipment to determine readiness for action.
- Attends civic club and school meetings to explain the activities and functions of the Department.
- Reports on operations regularly to the Town Council.
- As necessary, recommends for the adoption of new Town Ordinances or the amendment of existing ones.
- In consultations with the Mayor, formulates written administrative guidance in the form of policies, regulations and other orders governing the activities of the Department.
- Works closely with the Town Clerk and Public Works Supervisor to ensure safe operations of natural gas system including responding to incidents, completing required public awareness campaigns, and other duties necessary as the public liaison for the gas system.
- Performs related work as required and other duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS KNOWLEDGE

- Methods and procedures of managing Emergency Services.
- Laws, rules, and regulations governing the operations of Emergency Medical Services.
- Effective methods of supervision.
- The National Incident Management System.
- Basic and Advanced Life Support practices and procedures.
- EMS Division: Standard Operating Procedures.
- Roles and responsibilities for the effective operations of an Emergency Operations Center.
- HIPPA.
- Insurance practices.
- Proficiency in Microsoft Office products and tools.

GENERAL EDUCATION REQUIREMENTS

- High School Diploma.
- A minimum of five (5) years' experience as a supervisor or manager.
- Minimum ICS 100, 200, 300, 400, 700, and 800 completed within three months of hire.
- Receive Certified Ambulance Coder designation within three months of hire.

LICENSING

- Minimum EMT-B licensure level with the State of New Mexico and be in good standing with the NM Department of Health.
- Within one year or agreed upon time frame, must be able to obtain and then keep current an EMT I licensure level.
- Valid New Mexico Driver's License and clear driving record.

OTHER REQUIREMENTS

- Pre-employment testing: Must pass a pre-employment drug screen.
- Drug Testing: Position is safety sensitive and subject to random drug testing.
- Bonded: Must be able to be bonded.
- Criminal Record: No felony convictions or misdemeanors involving moral turpitude.

SKILLS

- Ability to communicate effectively in English in both written and oral form.
- Ability to establish and maintain effective working relationships with other employees and to deal with the public in a pleasant and courteous manner.
- Must have excellent analytical, communicative, and supervisory skills.
- Must be skilled in the use of all department issued equipment.
- Must be a skilled liaison between the EMS Department and other fire and EMS agencies and Town Government.
- Knowledge: Must have considerable knowledge and understanding of all areas of EMS services and all local and state laws.
- Must have knowledge of government accounting. Budgeting and auditing procedures including procedures including procurement codes.
- Considerable knowledge in the areas of record keeping, communications, EMS law, property control, personnel management, EMS systems and equipment. Considerable knowledge of geography, street systems and routes for the Town personal safety procedures, operation of equipment, department policies and procedures. Ability to operate EMS vehicles and other assigned equipment to evaluate and determine appropriate action in a variety of routine and emergency situations. Must be able to supervise other personnel and have a thorough knowledge of departmental general orders and standard operating procedures.

VEHICLES

The EMS Chief is responsible for all EMS department vehicles. The Chief shall ensure that they are all well maintained mechanically and that they are kept clean both inside and out. The Chief shall inspect all vehicles regularly for any defects or missing equipment and immediately report any defects, damage or missing equipment to the Mayor or Town Clerk.

COMMUNICATION

The Town will provide the Chief with a cell phone that shall always remain on so that the Chief can respond to Town business as required. The cell phone shall not be used for personal business.

WORK ENVIRONMENT

Work is performed inside and outside under variable weather conditions. Routinely exposed to the possibility of bodily harm. Requires arduous physical exertion under a variety of conditions. Odd work hours and on-call duty required. The noise level may be moderate to loud.