

Index #: 5402

**POCATELLO FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Subject: Assistant Chief -
Operations And Ems

To: All Personnel

Revision Date: March 2009

From: Mike Duersch

Last Reviewed: March 2009

Page 1 of 4

POSITIONS PURPOSE:

This position is a member of the Fire Department management team and provides overall management of emergency and non-emergency fire operations and emergency medical services, directing operation of on-duty operating forces, and serving as commander for major emergencies. The position develops and provides input in policies and procedures and coordinates development of the department budget related to operations and EMS. The incumbent directs and manages the administrative operations of the department including budgeting and budget control related to operations and EMS, purchasing, and building and equipment maintenance. The incumbent is the department's official custodian of records. The incumbent may also serve as scene incident commander, Emergency Operations Center Officer and/or in the emergency Management System as assigned.

PRINCIPAL ACCOUNTABILITIES:

1. Leads, assigns, directs, motivates, evaluates, and makes recommendations regarding hire, discipline and commendation of subordinates in order to maintain high morale, high productivity and professional competence and to ensure compliance with City/Fire Department policies and department standard operating guidelines.
2. Assists in general management of the department by serving as a member of the department's management team and developing and providing input regarding policies, procedures, budget and personnel issues, and by participating in team management meetings to ensure members of the department fulfill their mission in fire protection, emergency medical services, rescue, hazardous materials, and emergency management.
3. Ensures that operation personnel meet local, state and federal standards of training by overseeing and directing development and implementation of training programs and by coordinating training, documentation, and certification/licensure of EMS and Paramedic programs and personnel.

4. Ensures understanding of, compliance with, and support for department policies and standard operating procedures for shift personnel by instructing, training and encouraging support for department operations, management changes, and new procedures.
5. Coordinates the development and management of the department budget for operations and emergency medical services in order to ensure availability of resources for carrying out activities and programs related to the daily operations of the department.
6. Ensures that resources for the daily operations and response to emergencies are available and deployed appropriately by managing the allocation of personnel and apparatus and working with other officers to maintain resources and supplies for all stations and personnel.
7. Ensures that purchase of equipment, supplies and materials is appropriate and effective by researching developments in changing technology and new products, preparing specifications, bids, and other purchasing documents, and otherwise directing purchasing activities.
8. Coordinates the county EMS system between Bannock County and the City of Pocatello including overall operation of the EMS component of the Pocatello Fire Department as well as South Bannock County, ensuring compliance with local, state and federal regulations.
9. Ensures buildings, grounds and equipment are maintained and in good working order by establishing and directing repair and maintenance programs and by contracting for services.
10. Coordinates the department's emergency management activities including preparing and distributing the city-wide emergency operation plan, maintaining educational programs for emergency managers, and working with state and local emergency management agencies to develop appropriate coordinated response to emergencies.
11. Represents the Fire Department in interaction with other city departments on issues related to daily operations, specialized committees and task forces.

12. Serves as incident commander for major emergencies or in other emergency management roles as assigned.

13. Performs other related duties as assigned.

NATURE AND SCOPE:

The Assistant Chief - Operations/EMS is a member of the Fire Department management team. The position reports to the fire chief and may assume duties of the chief in that position's absence. The position directly supervises Battalion Chief - Operations positions and has responsibility for directing all operations and EMS department-wide activities.

The position requires at a minimum an associate's degree in Fire Science or equivalent combination of experience, education, and training, as well as, certification/licensure as an Emergency Medical Technician or EMT-Paramedic, certification in Incident Command, and a valid Idaho driver's license. 12 years experience in a municipal fire department or fire prevention district providing both fire protection and emergency medical services with considerable supervisory and managerial experience are required.

Major functions of this position include directing operations and EMS components of the department, coordinating emergency response and serving as incident commander on major emergencies or disasters. The incumbent has accountability for various administrative functions including significant input into preparation and administration of the department budget. The incumbent directs maintenance and repair of buildings, grounds, vehicles, and equipment including directing the purchasing function. Other administrative duties include conducting extensive scheduling, reviewing reports, preparing memorandums and correspondence, and performing various personnel actions such as performance appraisals. The position oversees training, certification, and licensure of department personnel and works closely with Battalion Chiefs in developing training programs and curricula, and presenting the training to ensure appropriate levels of knowledge and certification are achieved as required.

The incumbent works primarily in an office environment where exposure to hazards is minimal, however, there is a possibility for exposure to unpredictable hazards and extremes of weather when serving as incident commander at a major emergency.

Primary internal contacts are with Fire Department personnel and employees and supervisors in other City departments regarding operations and EMS issues. External contacts include Bannock County officials, South County Ambulance personnel, personnel from other local and state agencies, vendors, suppliers, and factory and sales representatives, the media, various community groups, and the general public.

APPROVAL SIGNATURE:

FIRE CHIEF

DATE