

Sussex Fire & Rescue

Title: Assistant Chief of Fire & Rescue

Job Code: SFR-AC



General Description

The purpose of this job is to perform difficult skilled fire & emergency medical services and incident command activities and primarily coordinates the daily operations of emergency medical services.

This position works independently, under limited supervision of the Chief of Fire & Rescue, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Serves as a coach and mentor for all personnel, especially department ALS providers.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Responds to fires or emergency medical service calls; assists with various fire suppression and incident command activities.
- Serves as liaison between Operational Medical Director (OMD) and staff. Works with OMD to maintain a progressive approach to EMS care updating, adding and changing department medical protocols as needed.
- Manages staff for daily operations of Fire/EMS services.
- Coordinates EMS training and provides instruction as needed to career and volunteer staff. Assists staff with maintaining their EMS certifications and re-certifications.
- Responds to emergency medical incidents, provides EMS care on ambulance or as first responder as needed at both BLS and ALS levels. Manages the care of subordinate personnel.
- Maintains department records for training, patient care records, personnel records, maintenance records, etc.
- Prepares and manages annual budget.
- Manages the quality assurance/improvement program to ensure proper EMS care and response.
- Acts as a liaison to partners in neighboring jurisdictions, hospitals, regional EMS council, Operational Medical Director, and Virginia Office of EMS.

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- Works with third-party billing companies to handle EMS cost recovery from insurances, Medicare, Medicaid, and private payers.
- Attends staff meetings and participates in administrative assignments, special projects, and committees as assigned.
- Provides oversight and management of the county's AED deployment program.
- Develops and oversees the precepting process of new ALS and BLS providers.
- Responsible and accountable for personnel management, to include performance evaluations, injuries and accidents.
- Assists with the investigation and necessary follow-up processes, including disciplinary action, for EMS-based complaints and inquiries.
- Prepares reports and other data collection, as requested.
- Assists and manages with grant applications and submissions, including but not limited to data generation to support the grant, as needed.
- Manages internal medication box program for the department and liaisons with the Virginia Board of Pharmacy and the DEA, as needed; maintains records and information as required.
- May be assigned to serve as the executive officer on call and serve as the primary point of contact for any organizational issues or questions, as assigned by the Chief of Fire & Rescue.
- Assists with the development and provide oversight of a community health coalition / mobile integrated health program.
- Serves in assigned support functions during activations of the Emergency Operations Center.
- May be required to assist in the Emergency Operations Center and/or fulfill other Emergency Management roles.
- Will assist with the procurement process of establishing and renewing contracts and the management of those contracts.
- Serves as the Department Health and Safety Officer.
- Attend training sessions and conferences congruent with the effective application of the responsibilities of the position.
- Assumes full administrative responsibility for the Department in the absence of the Chief of Fire & Rescue.
- Assists volunteer agencies with inventory management and equipment maintenance, as requested and available.
- Performs related work as required.

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Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent supplemented by specialized/technical courses/training in fire and/or emergency medical services or related field equivalent to completion of two (2) years of college supplemented by eight (8) years of experience in fire and/or emergency medical services, including a minimum of four (4) years in a leadership position (Lieutenant or above) in fire and/or emergency medical services; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Physical Demands:

- Performs medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing and raising objects and involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

Unavoidable Hazards (Work Environment):

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.
 - Toxic/caustic chemicals; Explosives; Violence.
 - Other extreme hazards not listed above.

Special Requirements

- Must possess and maintain a valid Virginia driver's license with an acceptable driving history
- Possession of Virginia / National Registry EMT Basic certification or higher
- Possession of NIMS 100, 200, 700, 800
- Possession of EVOC Level 3
- Possession of or ability to acquire NIMS 300, 400
- Possession of or ability to acquire Basic and Designated Infection Control Officer certifications
- Possession of or ability to acquire State of Virginia EMS Education Coordinator certification
- Possession of or ability to acquire Firefighter I, II, HazMat Operations

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Preferred Qualifications

- Virginia / National Registry Paramedic
- Virginia Department of Fire Programs Fire Instructor I
- Virginia Department of Fire Programs Fire Officer II
- VAOEMS EMS Officer 1
- National Fire Academy Incident Safety Officer
- National Fire Academy Health and Safety Officer
- National Fire Academy Leadership I, II, and III

Americans with Disabilities Act Compliance

Sussex County is an Equal Opportunity Employer. ADA requires Sussex County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

FLSA Status

Exempt

Salary Range

\$82,500 - \$90,000

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