



# The City of Wausau is Now Hiring: Division Chief- Emergency Medical Service

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**Opening Date:** November 29, 2018

**Closing Date:** Thursday, December 20, 2018 at 11:59 p.m.

## **To Apply**

Applications must be submitted at the following link: <https://agency.governmentjobs.com/wausauwi/>  
Applications must be complete and include an attached cover letter and resume in order to be considered for this position.

## **Salary Information**

\$54,912.00 - \$68,640.00 starting annual salary DOQ. This position is classified as Exempt under the Fair Labor Standards Act (FLSA).

## **Purpose of the Position**

The purpose of this position is to serve as Director of Emergency Medical Services (EMS) with the responsibility of performing professional level work in planning, coordinating, monitoring, evaluating and overseeing the operations of emergency medical care while ensuring compliance with applicable statutes and administrative rules. The incumbent is also responsible for maintaining and obtaining up-to-date approvals for the State of Wisconsin approved operational plan. The Division Chief is the liaison and subject matter expert for all ambulance activities and billing.

## **Essential Duties and Responsibilities**

1. Maintains a leadership role while exhibiting attributes to include self-motivation, attention to detail and superb organization skills. Serves as primary department manager overseeing and coordinating critical care paramedic and community paramedic initiatives.
2. Provides direction to fire personnel in the administration of the EMS Program. May supervise employees to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained and developed, and making hiring, termination and disciplinary recommendations. Mentors and directs the activities and work of Emergency Medical Service Crew Leader and Emergency Medical Service Quality Assurance Coordinators.
3. Coordinates and oversees all EMS training which could account for EMS refresher requirements as indicated by policy, protocol, and licensure. Assists and helps direct members in the proper process for maintaining licensure and credentialing within the EMS field.
4. Advances the Department through appropriate training by planning, preparing and presenting EMS educational programs with objectives and content which ensures compliance with State and Department programs and requirements. Oversees and/or records all completed training.
5. Develops and implements continuous quality improvement (CQI) programs by reviewing and analyzing EMS effectiveness, system trends, and needs, in an effort to ensure EMS system excellence. Continuously analyzes deployment of EMS resources and makes recommendations for any system modifications to enhance response.
6. Assists in researching and developing policies, protocols and procedures, to include analyzing, drafting, coordinating preparation and implementation.
7. Manages fire department ambulance licensure requirements and other related certifications in accordance with State and National Registry requirements and maintains records related to certifications.

8. Knows, understands and appropriately updates the EMS operational plan with the State of Wisconsin.
9. Supervises and assists the cleaning and maintenance of equipment and station as necessary.
10. Ensures all medical equipment on ambulances and fire apparatus are appropriate and in good working order and that medical supplies are at an appropriate inventory level.
11. Oversees and manages a variety of reports related to EMS and fire department operations to include the electronic Patient Care Report.
12. Performs duties of HIPPA Compliance Officer, Privacy Act Officer, and Infection Control program administrator.
13. Acts as liaison between City of Wausau and ambulance billing vendor serving as the Department's subject matter expert for the City of Wausau to ensure compliance and billing practices.
14. Acts as the liaison between the appointed Medical Director and Wausau Fire Department for Continuous Quality Improvement, Quality Assurance, and licensure of personnel.
15. Staffs an ambulance at the Paramedic level to conduct periodic evaluations of personnel, in order to assess proficiency, or as needed in staff shortages.
16. Integrates health and safety plans, policies and procedures into daily work activities; ability to conduct initial accident and incident investigations.
17. Serves as a liaison for EMS-related issues with State and Local regulatory agencies, base hospital personnel, other EMS and fire agencies, medical equipment suppliers, training centers, citizens, and other agencies/individuals associated with pre-hospital care. Develops and maintains effective working relations, information sharing/dissemination, conflict resolution, and compliance with applicable regulations and policies.
18. Participates on appropriate committees as a representative for the Wausau Fire Department to ensure the Departments interests are represented or to advance the Department.
19. Provides guidance for specialty transport, multi-casualty response, and special events.
20. Assists with vehicle and equipment procurement within budgetary guidelines
21. Monitors and evaluates section expenditures, which includes: recommendation of budget items; evaluating past fiscal spending; anticipating future spending; and, performing other budget related activities.
22. Deals with public inquiries and concerns according to policy and procedure. Provides emergency medical services education to city employees and public as needed.
23. Assists the City Fire Marshal with fire inspections, code enforcement, and other inspection division responsibilities as needed.
24. Researches and identifies grant opportunities in the area of EMS and be able to persuasively communicate the Wausau Fire Department's mission in developing, writing and submitting grant proposals to third-party entities.
25. Assists in preparing plans that outline operating procedures to be used in response to disasters/emergencies.

#### **Additional Duties and Responsibilities**

- Perform duties of a shift commander as needed.
- Performs various other duties as assigned.

## **Education and Experience Requirements**

Associate's degree from a regionally accredited institution in emergency medical services or related field with four to six years of progressively responsible experience that provides the knowledge to perform emergency medical operations successfully, -or- any combination of education, training, and experience that provides the equivalent knowledge, skills, and abilities to perform the position.

The following licenses and certifications are required:

- State of Wisconsin Fire Officer I certification
- State of Wisconsin Emergency Services Instructor certification
- National Incident Management System (NIMS) certifications in ICS-700, 100, 200, 300, 400
- Nationally Registered Paramedic
- Advanced Cardiac Life Support Certification (ACLS)
- Basic Life Support Certification (BLS)
- Pediatric Life Support Certification (PALS)
- Hazardous Materials Operations certification
- Possession of a valid Driver's License with the ability to legally operate a motor vehicle within the State of Wisconsin

Additional educational and experience qualifications desired include:

- EMS related instructor credentials to include the following: CPR, ACLS, and PALS.
- Extensive experience as a trainer or teacher within the EMS discipline and in a fire service setting.
- Supervisory experience within leadership positions.
- Any combination of training and/or education equivalent to graduation from an accredited college or university with a bachelor's degree from an accredited institution in fire science, emergency medical services, education, public safety administration or related field.

## **Knowledge, Skills, and Abilities**

- Knowledge of methods and procedures of managing Emergency Medical Services
- Knowledge of rules and regulations governing the operations of Emergency Medical Services
- Knowledge of effective methods of supervision
- Knowledge of the National Incident Management System
- Knowledge of basic and Advanced Life Support practices and procedures, and HIPAA regulations and procedures
- Proficient knowledge of Microsoft Office products and tools
- Ability to manage staff effectively.
- Ability to communicate appropriately and effectively, both orally and in writing, with a wide variety of diverse audiences to include subordinates, peers, superiors, elected officials, members of the media, and the general public.
- Ability to work under extremely stressful situations.
- Ability to analyze and categorize data and information using established criteria, in order to determine consequences and to identify and select alternatives.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory and design data and information such as training reports, training materials, personnel records, equipment test records, maintenance schedules, EMS licenses, personnel evaluations, training forms, State statutes, ordinances, computer software

manuals, labor contract, policy manuals, safety standards and manuals and educational curricula.

- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.
- Ability to operate equipment and machinery, with some requiring complex and rapid adjustments, such as fire suppression equipment and related tools, computer keyboard, VCR, slide/overhead projector, video tape recorder.
- Ability to exert physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.
- Ability to evaluate, plan and execute emergency and non-emergency operations.
- Ability to wear respirators to include a self-contained breathing apparatus.

The City of Wausau is an Equal Opportunity Employer.

In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.