



Job Opening

Asst. Fire-EMS Chief

Position open until filled.

The City of Neodesha Fire-EMS Department has a current opening for a Fire-EMS professional for the position of Assistant Fire – EMS Chief. We are looking for an individual who has previous experience in a supervisory role in the exciting and rewarding field that is Fire and EMS.

If you have a family and are wondering how you can afford to send your children to college our school district has a wonderful program just for that. Neodesha is the only community in Kansas that has the promise program. The Promise allows any USD 461 graduate (meeting minimal criteria) a free college education to any US pell Grant approved trade school, community college or university with mandatory fees and tuition paid for through this program up to four years.

We are located 20 miles or less from several lakes and camp grounds, with hiking trails, kayaking, boating, fishing, swimming and picnic areas. One of the best boat manufactures in the world is located here. Some of the benefits the City of Neodesha offer employees include health care, Paid time off, Holiday pay. You can contact Chief Duane Banzet at 620-325-2642 for more information. A Job Application can be down loaded at www.neodesha.org Come be a part of our team!

Qualifications:

POSITION: Assistant Chief: Fire/EMS

Department: Fire/EMS

Report To: Fire Chief/EMS Dir.

Salary: \$41,184 - \$65,146 (depends on applicants qualifications)

FLSA Status: Non-Exempt

POSITION SUMMARY:

The Fire/EMS Assistant Chief is a non-exempt position under FLSA and is responsible for supervising the safe operation and transportation of employees and equipment to emergencies and other nonemergency locations. This employee is responsible for protecting the lives and property of the public. The Assistant Chief must be in excellent physical condition, possess the ability to remain calm and make important decisions under stress. The Assistant Chief should possess strong mechanical aptitude as well as supervisory, public relations and communication skills.

ESSENTIAL FUNCTIONS:

- Serves as the City's Chief Fire/EMS officer in the absence of the Fire/EMS Chief;
- Directs placement of apparatus and fire fighting forces at fires and other emergencies in a safe and efficient manner;
- Supervises crews during Fire/EMS operations, including high angle, confined space, vehicle extrication, hazardous materials incidents, water rescues, rescue, emergency medical calls or any other incident as assigned. Maintains Incident command until relieved properly. As well as his/her shift;
- Identifies and initiates control and evacuation measures at hazardous materials releases;
- Directs emergency medical care for the sick and injured;
- Directs public educational activities assigned to the shift;
- Assists in the maintenance and cleaning of department vehicles, equipment and facilities;
- Assists in the training of new/subordinate personnel;
- Assists the Fire/EMS Chief with the investigation of cause and origins of all fires within the jurisdiction of the department.
- Maintains accurate knowledge of fire pumping and firefighting and life saving techniques;
- Provide responsible staff assistance to the Fire/EMS Chief; prepare a variety of technical department activity reports and records, including detailing activity at all emergency and non-emergency calls;
- Ensures enforcement of all department and safety policies and procedures;
- Drives emergency vehicles to emergency scene and transports and treats patients;
- Coordinates the conducting of fire and safety inspections for businesses in the community;
- Maintains accurate knowledge of the geography of the city and surrounding area.

MARGINAL FUNCTIONS:

- Assists with presentation of public education programs assigned by the department in an informative and courteous manner;

- Occasionally may dispatch emergent and non-emergent calls for law enforcement, fire, EMS and utility crews;
- Performs all other duties as assigned, as deemed necessary, and on an as needed basis;

Experience: Employee is expected to have (6) to (9) years of firefighting and EMS experience. The Assistant Chief is also expected to have acquired the necessary information and skills to perform the job reasonably well within one (1) year of employment.

Education: The employee is required to have a high school diploma, or GED equivalent as well a relevant technical degree, certification as a firefighter (1) and (2), Certification as a driver operator and Kansas EMT. Additional training as a certified Kansas AEMT or Paramedic is preferred. Within 2 years of hire or promotion to this position the employee shall be certified as a fire officer (1), fire inspector (1). A valid Kansas Driver's License Class B or above is required and must be maintained.

Assistant Chief – Fire/EMS

page 2

Technical Skills: A thorough knowledge of current fire suppression techniques, rescue activities, medical treatment, safe handling of hazardous materials, and disaster management are required for this position. The Assistant Chief should have a thorough knowledge of rescue activities and equipment including high angle, confined spaces, and vehicle extrications. A thorough knowledge of department policies concerning safety issues, including those that deal with blood borne pathogens and accident reporting is required. The Assistant Chief should have a thorough knowledge of fire pumps and their operations. The Assistant Chief must have the ability to understand and anticipate problems, to read and interpret written instructions, reports, manuals, and instruction materials. This employee should possess a strong mechanical aptitude, and excellent supervisory, public relations, oral and written communication skills.

Problem Solving: Independent problem solving is involved with this position. This employee encounters problems with personnel and station equipment. The Assistant Chief also encounters serious problems with life safety issues including personnel, equipment malfunctions, fire suppression, medical emergencies, and hazardous material responses. Serious problems are reported and assistance is sought from the Fire/EMS Chief.

Decision Making: Independent decision-making is involved with this position. This employee makes routine decisions regarding personnel and station issues, and makes critical decisions about life safety, including personnel, firefighting, rescue, providing medical assistance, and performing daily duties in the safest and most efficient manner.

Supervision: This employee must have strong supervisory skills and be able to work with occasional supervision from the Fire/EMS Chief. Exercises frequent supervision over other members of the department staff.

Financial Accountability: The Assistant Chief is responsible for department resources and equipment, and has the authority to purchase equipment/supplies up to a predetermined level without prior authority.

Personal Relations: The Assistant Chief interacts on a weekly basis with Fire/EMS Chief, other department officers and employees as well as members of other emergency agencies. The employee often interacts with the City Administrator and occasionally with the Governing Body. This employee interacts

with the public every day. Strong written and oral skills are required;

Working Conditions: Adverse weather conditions exist with this position. Exposure to extreme heat and cold is expected. Additionally, the employee can expect to be exposed to structural collapses, contact with hazardous materials, explosives, asbestos, radiation, work from heights and confined spaces, and work around heavy machinery. This position contains significant risk to personal safety. Exposure to blood borne pathogens and infectious disease while responding to and providing emergency medical treatment is expected.

Physical Requirements: The Assistant Chief must be in excellent physical condition. The type and amount of personal protective clothing required to perform the duties of the Assistant Chief along with the working conditions listed above creates a significant increase in physical stress to the well being of the employee. Manual labor including heavy lifting, pulling and carrying heavy objects and equipment is expected. Climbing is a significant aspect of the job. Decisions made during critical moments at emergencies increase mental stress.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.