



Thank you for your interest in employment with Canyon County Paramedics. We are accepting applications for a **Division Chief of Operations** within our Administration Team. This position is considered Full Time and FLSA status is Exempt. The hiring salary for this position is \$67,174 to \$78,000 DOE.

If you are coming from another state, check with Idaho State EMS to ensure you have the necessary credentials to work in the State of Idaho. All candidates must be transitioned to the Paramedic 2011 curriculum.

For more information and corresponding paramedic job description please see the Canyon County Paramedics website: www.ccparamedics.com. If you have additional questions please contact Human Resources Manager Michelle Britain at 208-795-6924.

Step 1: Deadline to turn in application packets. *No late applications will be accepted*****

Fill out the application and submit no later than Friday, August 5th by 4:00 pm MST. Applications can be faxed to 208-795-6974, emailed with the Subject line: DIVISION CHIEF OF OPERATIONS APPLICATION, to mbritain@ccparamedics.com, or mailed to:

Canyon County Paramedics
Attention: Paramedic Applications
6116 Graye Lane
Caldwell, ID 83607

Please furnish the following information:

- Cover Letter;
- Current Resume;
- Copy of High School Diploma, GED or College Degree;
- Copy of your National Registry certification;
 - If you do not have a NR, you will need to apply for State Reciprocity)
- Copy of your current State Paramedic License;
- Copy of your BLS-HCP, ACLS and PALS card, these must be an official AHA card;
- Proof of successful completion of your most recent DOT—approved Paramedic course;
- Copy of current driver's license;
- Signed authorization form for background check;

Step 2: Qualified candidates will be invited to an interview at our Administrative Building, 6116 Graye Lane, Caldwell, ID 83607. Interviews will be held on Monday, August 22nd and Tuesday, August 23rd.

Step 3: The successful candidate could be offered a conditional job offer based on passing a background check.

CANYON COUNTY AMBULANCE DISTRICT

JOB DESCRIPTION

DIVISION CHIEF OF OPERATIONS

Effective Date: 7 / 2016

The position of Division Chief of Operations is an “exempt” position under the Fair Labor Standards Act (FLSA). Division Chiefs are appointed by and serve at the will of the Chief.

GENERAL STATEMENT OF DUTIES:

The Division Chief of Operations is a member of the District Administration/Management Team. The Division Chief of Operations coordinates field operations; responds to major incidents to assist with on-scene coordination; provides supervision, direction and leadership to Battalion Chiefs, Basic and Advanced Life Support personnel. Provides assistance to Patient Financial Services personnel in the performance of their duties as it applies to field operations. The Division Chief of Operations assures that all of the District policies, directives and procedures are followed. The Division Chief of Operations provides Advanced Life Support care including medical evaluation, treatment and stabilization of the critically ill and injured; responds to emergency rescue situations involving potential loss of life or bodily injury; maintains control, manages and directs patient care at the scene of a pre-hospital emergency; provides training and instruction to lesser trained personnel; performs other duties as assigned. Assists the Chief in administrative assignments; and performs related duties as required. The Division Chief of Operations reports directly to the Assistant Chief.

ESSENTIAL FUNCTIONS OF THE JOB:

- Creates and maintains a “customer first” organizational culture that respects the District and its employees;
- Supervises Quality Control, including work quality and the daily interfacing of Supervisors with field crew personnel.
- Performs all of the essential functions of the positions of Battalion Chief and Paramedic as required.
- Assists the Chief with the annual budget preparation by gathering data as requested, conducting analysis and making recommendations concerning the operations of the District.
- Performs administrative assignments as assigned.
- Maintains effective working relationship with Chief, Battalion Chiefs, staff, the public, physicians, fire departments, law enforcement, State EMS, and all other agencies or entities that interface with the District.
- Assists the Battalion Chief in conducting fact-finding and recommends discipline to the Chief and/or Assistant Chief for approval.
- Conducts fact-finding and makes recommendations to the Chief for disciplinary actions for Battalion Chiefs.
- Utilizes the Battalion Chiefs to insure compliance with District's policies and procedures and makes recommendations to the Chief for changes to policy.
- Performs yearly Performance Evaluations on all field staff.
- Provides oversight of Battalion Chief performance.
- Provides on-going data analysis of daily operational performance and reports to the Chief;
- Acts as District liaison with EMS Dispatch;
- Assists the responsible Battalion Chiefs and IT Contractor in keeping current the District's local and remote computer system;
- Assists the responsible Battalion Chiefs and IT Contractor in managing and keeping current the District's

- electronic patient care reporting system;
- Assists the responsible Battalion Chiefs and IT Contractor in managing and keeping current the District's electronic scheduling system.
- Assists the responsible Battalion Chiefs and IT Contractor in managing and keeping current the data collection system and billing system databases;
- Assists the responsible Battalion Chiefs and IT Contractor in managing and keeping current the District's Computerized Phone System;
- Assists the responsible Battalion Chiefs and IT Contractor in managing and keeping current the District's Mobile Data Computers/Dispatch;
- Works with the Battalion Chiefs and the Chief of Training and Clinical Operations in Charting and Medical Performance Reviews.
- Responds to incidents, assisting on scene operations as needed or requested;
- Serves as the point of contact/liaison, as assigned by the Chief, to outside agencies to include, but not limited to:
 - Law Enforcement Agencies
 - Fire Departments/Districts
 - EMS Agencies
 - Hospitals/Medical Facilities
 - Idaho EMS Bureau
- At the direction of the Chief serves on a variety of committees, workgroups, task forces, etc as deemed important to the business of the District;
- Assists in coordinating the hiring process and recommending new hires to the Chiefs.
- Maintains and keeps current Idaho Paramedic Licensure requirements.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Maintains a positive environment to foster the growth and enthusiasm of employees;
- Monitors morale within the District and presents recommendations for improvement to the Chiefs and Battalion Chiefs;
- Generates professional reports, documents and memorandums;
- Provides performance reports to the Chief when scheduled and as requested;
- Provides pre-hospital emergent and non-emergent care at the paramedic level as system status demands;
- Performs related duties as assigned by the Chief.

GENERAL INFORMATION:

The Division Chief of Operations is responsible to the Assistant Chief, assisting with and coordinating activities relating to the field operations. Further, the incumbent oversees and assumes responsibility for the activities and performance of the Battalion Chiefs. Additionally, the Division Chief of Operations provides assistance, at the discretion of the Chief, in any areas needing attention. Completed work is reviewed for effectiveness in accomplishing District objectives and compliance with District policies. The Division Chief of Operations has an issued District emergency vehicle for responding to major incidents while on and off duty as available and needed. The Chief establishes performance expectations and sets the workweek for the incumbent.

MINIMUM QUALIFICATIONS:

- Minimum of four (4) years experience required as a Paramedic ,AND

- Two (2) years or more experience in employee supervision and management, and/or
- Bachelor's Degree in Business Administration, Organizational Development or related field; and/or
- Any combination of education, training and/or experience, which demonstrates competence in each of the following:

KNOWLEDGE OF:

- District Operations & Personnel Policies, Procedures and other District directives
- The street systems, addresses and physical layout of Canyon County;
- Incident Command System
- The equipment deployed in the Canyon County EMS System.
- District Medical Protocols for Field Personnel
- Pre-Hospital Medical Care Practices
- General supervisory methods
- Equipment maintenance programs
- Inventory management
- Radio communications systems
- District documentation policies and procedures
- District documentation needs pertaining to billing & re-imbursement
- District computer programs and systems including but not limited to:
 - ESO
 - Telestaff
 - Spillman/MDC
 - CompX Narcotics Accountability
 - Word, Excel, PowerPoint, Outlook (not an exclusive list; other programs may be added that require integration into essential job functions)

ABILITY TO:

- Perform technical medical skills with a high degree of accuracy;
- Show initiative in the performance of their duties;
- Assume the roles and responsibilities of the Battalion Chief or Chief as needed.
- Complete tasks and responsibilities in a timely, professional manner with minimum of supervision;
- Understand and follow oral and written instructions and orders;
- Maintain a professional demeanor when representing the District;
- Lead other employees utilizing supervisory, leadership, and interpersonal skills;
- Identify problems and make recommendations for solutions;
- Communicate professionally both orally and in writing
- Implement policies and procedures as determined by the Chief;
- Maintain effective working relationships with peers, management, and allied agencies;
- Organize their work activities;
- Delegate tasks to others for completion;

OTHER REQUIREMENTS:

- The Division Chief of Operations is required to operate emergency medical vehicles, move medical equipment, and extract injured persons from a wide variety of situations. Situations can involve vehicular, industrial and residential accidents, injuries or illness and may occur anywhere in the response

area. At times, the work requires movement over various types of terrain, (hilly, steep, rocky, rough, and/or wet/slippery surfaces). The Division Chief of Operations at all times must be able to carry or help carry equipment and persons from the site of the injury to the mode of transportation (vehicle/helicopter) and ride with the injured party to the hospital. In order to perform a physical assessment of the injured party, the Division Chief of Operations must see, hear, and communicate with the injured party. The work schedule will be comprised of mostly 8-10 hour shifts; however some 12 and 24 hour shifts may be required depending on the needs of the District.

- The Division Chief of Operations will wear appropriate business/office attire or a standard uniform when in the office, and a standard uniform when working in the field as a Paramedic. The Division Chief of Operations will be responsible for the cleaning of his/her uniforms.
- Required to carry a District-issued cellular phone at all times in order to receive immediate notifications.
- The Division Chief of Operations must have successfully completed a Paramedic training course meeting or exceeding the standard (500 hours minimum didactic, 200 hours infield internship). Additionally, the Division Chief of Operations must maintain a high degree of academic and practical knowledge in emergency paramedicine, and must attend sufficient continuing education classes, courses and seminars, both on and off duty, to maintain Paramedic certification, as required by the State of Idaho.
- The Division Chief of Operations will be required to successfully complete: ICS 100, ICS 200, ICS 700 and may be required to successfully complete ICS 300, ICS 400 through the Bureau of Homeland Security.

DISCLAIMER:

To perform this job successfully, an individual must be able to perform the primary job responsibilities satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. The District reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities.

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