



Platteville-Gilcrest Fire Protection District
JOB ANNOUNCEMENT

Position Title: EMS Division Chief

FLSA Status: Exempt

Hours: Full Time / 40-hour work week

Tentative Start Date: September 4, 2018

Compensation: \$78,000 - \$115,000 DOE, plus an excellent benefits package

Application Deadline: June 8, 2018 @ 3:00 p.m. MST

Come join our team at Platteville-Gilcrest Fire Protection District. We are a growing and expanding fire district. We just passed a mill levy to allow us to add and staff an ambulance service division along with additional operations staffing. We are also excited to be building a new 32,000 square foot headquarter fire station in Platteville that should open in late 2019.

We are looking for an energetic person excited to continue with building our district foundation, is a team player and has a willing and positive attitude toward their job and life. Must be an individual who is detailed oriented, organized, communicates above average and willing to give administrative duties as much attention as operations. However, the individual must be able to deal with daily situations that may not involve good, clear and concise communication.

APPLICATION PROCEDURES:

Application for this full-time EMS Division Chief position is being accepted at www.pgfpd.org; (click on the "Join our Team" tab located in the white banner at the top of the page; then click on "Career Opportunities"). Complete the fillable application and email it along with your current resume and required certifications to info@pgfpd.org. If you prefer to drop off your application and resume, do so at 303 Main Street, Platteville, CO Monday-Friday between the hours of 7:30 am – 4:00 pm

Application deadline is **June 8, 2018 at 3:00 p.m. MST**

POSITION SUMMARY:

This summary is established by the Platteville-Gilcrest Fire Protection District (PGFPD) to outline the basic requirements, duties and general responsibilities of the position of EMS Division Chief.

This position is full time and FLSA exempt. This position is "At Will", which means PGFPD may terminate the employment relationship at any time and for no reason, subject to the requirements of applicable laws. Similarly, the employee may terminate the employment relationship at any time and for no reason, without prior notice.

Under general direction from the Fire Chief, this management safety position plans, organizes and directs EMS operations, training, staffing, ambulances, equipment, budgeting and billing for Platteville-Gilcrest Fire Protection District. The EMS Chief assists in the management of administrative functions for the EMS Division within the Fire District. Performs related work as assigned by the Fire Chief. This position involves exercise of a high degree of discretion and independent judgment and is responsible for budget preparation, monitoring and report development; personnel management assisting with supervision of ambulance crew, review and correction of medical reports, assist with preparation of performance evaluations, formulating departmental policies and new program development, implementing training standards and performing other general administrative tasks. The EMS Division Chief exercises independent judgment during complex situations without direct supervision.

REQUIRED EXPERIENCE AND TRAINING:

- Must pass a drug screen and criminal/driving history background check.
- Successfully complete the District's testing/selection process.
- Successfully complete the District's adopted Driver/Operator program within 90 days of employment.
- Have the ability to learn and teach a variety of EMS skills and methods.
- Must be able to provide direction and give commands as appropriate.
- Obtain Red Card, Wildland firefighting certification within 12 months of employment.
- Must have appropriate oral and written communication skills. The EMS Chief must also have skills and ability to work as an integral part of the team.
- Must have knowledge of surrounding EMS resources, auto and mutual aid EMS agreements, and the ability to manage EMS resources on multi-agency incidents.
- Must have a working knowledge of ambulance and EMS equipment.
- Have the ability to plan, assist, direct, supervise, and review the operations of EMS equipment and staffing at the scene of an incident.
- Have thorough knowledge of the Incident Command System and appropriate safety practices.

Certificates, Education, Licenses:

- Have a high school diploma or equivalent.
- Must possess:
 - Colorado State EMT-Paramedic certificated at the time of the job offer

- Have current ACLS, PALS and CPR certifications
- Valid Colorado driver's license.
- Must obtain National Registry EMT certifications within 18 months of hire.
 - Maintain all required certifications including paramedic certification by accumulating appropriate Continuing Education (CE) hours (60 hours) each two-year National Registry certification period.
 - These training hours may be attained through:
 - Medical Training hours may be attained through continuing medical education (CME's) offered by an approved training center, including internally through Platteville-Gilcrest Fire Protection District.
- Must have a minimum of an Associate's Degree OR have served in a supervisory role in an Emergency Services position for no less than three years.
- Must have a minimum of five years of experience as a paramedic or in a related field (i.e., emergency services).

SEE JOB DESCRIPTION ON WEBSITE FOR ADDITIONAL INFORMATION ON:

- Position Responsibilities
- Supervision
- Distinguishing Characteristics

PHYSICAL DEMANDS:

- Ability to perform all essential job tasks as defined in job description
- Ability to sit, stand, walk, kneel, crouch, squat, stoop, crawl, twist, climb and lift 150 lbs.
- Exposure to cold, heat, extreme noise, outdoors confining work space, electrical hazards, vibration, chemicals, dust, toxic waste, mechanical hazards and explosive materials.
- Meet and pass the minimum annual fitness level requirement determined by PGFPD.



**Platteville-Gilcrest Fire Protection District
EMS Division Chief
Tentative Schedule of Events
2018**

- A. **Applications Accepted** **May 11- June 8**
(Deadline is 3:00 p.m. June 8 Mountain Standard Time)
- B. **Physical Agility Test/Assessment Center** **Thursday, July 12**
 - Gilcrest Station – 14679 CR 42, Gilcrest, CO
 - Those moving to oral boards will be notified via email with assigned time for July 13
- C. **Oral Boards** **Friday, July 13**
 - Gilcrest Station – 14679 CR 42, Gilcrest, CO
- D. **Candidates notified of Chief’s Interview** **Monday, July 16**
 - Candidates invited to the Chief’s Interview will be given an interview time when notified.
 - Candidates not moving to the Chief’s Interview will be notified via email.
- E. **Chief’s Interview** **Wednesday, July 18**
 - Platteville Station – 303 Main Street, Platteville
- F. **Successful candidates given conditional job offer** **Thursday, July 19**
- G. **Tentative Start Date** **Tuesday, September 4**