



## BARABOO DISTRICT AMBULANCE SERVICE

Invites applications for the position of:

### ASSISTANT CHIEF OF EMS

**SALARY:** \$72,000 – \$78,000 Annually

**OPENING DATE:** 05/02/2022

**DEADLINE TO APPLY:** 06/01/2022 5:00 p.m. CST

#### **THE POSITION:**

BDAS is an Inter-Municipal EMS District agency that provides both 911 emergency services and inter-facility transports for several municipalities represented by the BDAS Commission. The District is comprised of approximately 18,500 residents and includes the City of Baraboo, Village of West Baraboo, and townships of Baraboo, Greenfield, Fairfield, and part of the townships of Excelsior and Sumpter. BDAS provides 911 coverage at the Paramedic level and holds the Critical Care Transport Paramedic endorsement for inter-facility transportation. BDAS is also part of Baraboo Rope Rescue along with the Baraboo Fire Department. The technical rescue skills of Baraboo Rope Rescue are utilized in variety of applications, with the team most often deployed at Devil's Lake State Park. BDAS is seeking a dynamic individual to assist in the overall management and efficient deployment of 24/7 ambulance services to approximately 4,000 annual users.

BDAS has approximately 35 full and part-time employees, consisting of a Chief / EMS Director, Administrative Assistant, (3) Captains, Acting Lieutenants, Critical Care Paramedics, Paramedics, AEMTs and EMTs.

The Center for Public Safety Management (CPSM) was contracted by the City of Baraboo, WI to complete an analysis of the potential to consolidate the city's fire department and EMS provider (BDAS). CPSM has concluded and recommends full consolidation of Baraboo Fire Department and BDAS into one Fire / EMS District. A Consolidation Committee has been formed, as the governing oversight of both departments work to consider the consolidation of both departments. If and/or when the two departments consolidate, this position may be required to obtain additional education and/or certifications in fire sciences.

#### **Position Purpose and Summary:**

The Assistant Chief, under the direction of the Chief / EMS Director, supervises subordinate personnel and is responsible for overseeing all operations of the service, and assists the Chief / EMS Director with the overall management of the service. The Assistant Chief will serve in the capacity of the Chief / EMS Director in his or her absence. The Assistant Chief will be occasionally required to respond to incident scenes to support, supervise, and direct personnel.

#### **Essential Duties and Responsibilities:**

The following responsibilities are normal and representative of activities required to be performed for this position. These are not to be construed as exclusive or all-inclusive. Other responsibilities may be required and assigned.

- Supervises employees, coordinates the daily operations of the department, and assists in the operation of other areas as assigned.

- Assists in planning, organizing, and the direction of operations to insure operational readiness and efficiency.
- Makes recommendations for the development, modification, and implementation of the departments policies, standards, regulations, and general operating guidelines and procedures associated with the improvement of service delivery.
- Responsible for the distribution and inventory control of medical supplies, medications (including controlled substances), and equipment pertaining to operations, and issues supplies and equipment to crews as needed.
- Observes work performance of all subordinate staff, assists with the evaluation of performance, monitors and ensures compliance with all policies, guidelines, and procedures.
- Maintains education records for all EMS personnel, ensures personnel complete all licensing and certification renewals punctually.
- Assists with hiring, assigning work, handling employee concerns and complaints, counseling, and discipline.
- Ensures thorough investigation of all reported incidents or aberrations from current policy or procedure.
- Monitors attendance of personnel including punctuality and attendance.
- Ensures the safety and cleanliness of the entire facility and parking areas.
- Maintains and organizes department statistics, distributes and files department documents and correspondence as necessary.
- Develops short and long-range plans.
- Directs the inspection, maintenance and acquisitions of departmental equipment, vehicles, and supplies.
- Assists with plans, coordinates, and tests for disaster contingencies.
- Serves as liaison between the department and medical community, health agencies, other departments, officials, media, public, and other individuals/organizations.
- Attends meetings as appropriate, reports departmental operations and issues to the Chief / EMS Director, and provides information as request.
- Promotes positive public relations and awareness of public health and safety issues, provides education to the public and tours of ambulances, equipment, and station.
- Answers department calls, provides information, guidance and advise as needed.
- Responds timely to routine requests for information.
- Maintains a comprehensive, current knowledge and awareness of laws/regulations pertaining to all aspects of emergency medical services and maintains an awareness of new trends/advances in the profession.
- Reports to work on time and adheres to attendance policy; works as scheduled and/or assigned and maintains no identifiable pattern of absence.
- Maintains a cost-conscious mindset toward time usage, materials, and supplies.
- Conducts self in a professional manner and does not let personal conflicts interfere with work performance. Communicates in a non-judgmental, effective manner to others, and remains open to constructive criticism.
- Performs other duties as assigned by the Chief / EMS Director or Commission.

**Physical Demands:**

- Typically works in an office environment, sitting at a desk, using office equipment such as computer, printer, copier, fax, shredder, etc.
- Visual acuity sufficient to view work on a computer screen.
- Ability to travel to various meeting sites for seminars or continuing education courses, and to attend meetings at other locations away from the main office.
- Ability to function as paramedic on calls when necessary.

- Ability to lift and carry patients onto various patient movement devices; bending, stooping, walking on uneven surfaces, etc. (refer to “Physical Requirements of the EMT/Paramedic.”)
- Ability to safely drive vehicles, including emergency transport vehicles.

**Knowledge and Skills Required:**

- Significant knowledge of EMS services and programs, program design and planning, training, licensing requirements, and regulatory enforcement.
- Knowledge and ability to perform computer tasks using Microsoft Office products, including Word, Outlook, Excel, and other applicable job-specific software.
- Strong sense of professional and ethical behavior.
- Effective communication, oral and written skills.
- Function independently as well as interdependently.
- Ability to perform strenuous or peak physical effort during an emergency for prolonged periods of time.
- Understanding and following work rules.
- Read, write, add, subtract, and simple math equations.
- Good driving record and skills.
- Ability to perform duties in stressful and possibly life-threatening situations.
- Ability to express understanding and compassion to patients and others involved in a crisis.
- Ability to establish effective working relationships with employees, other agencies, and the public.
- Knowledge of Standard Operating Procedures.
- Knowledge and ability to operate tools, instruments, medical instruments, equipment, and devices.
- Knowledge of regulations protecting patient confidentiality.
- Ability to file complete report forms.
- Ability to competently direct the operation of emergency and non-emergency services.
- Demonstrates thorough knowledge of industry practices and procedures.
- Exercises responsibility for department equipment.
- Effectively plans and directs the use of personnel and equipment.
- Effectively executes supervisory duties related to the handling of special projects.
- Schedules and assigns department resources to meet department objectives.
- Effectively monitors subordinate training and presents quality training drills.
- Effectively performs patient care.
- Maintains positive working relationships with superiors and subordinates.
- Possesses thorough knowledge of departmental procedures.
- Interacts positively with both career and volunteer emergency services personnel.
- Demonstrates understanding of performance standards and capably evaluates employee performance.
- Efficiently utilizes available resources, including other municipal agencies.
- Clearly communicates performance expectations and maintains discipline and control among assigned personnel.
- Competently enacts disciplinary procedures.
- Effectively and clearly communicates both verbally and in writing.
- Works effectively under pressure and stress.

**Education\Training\License:**

- Valid Wisconsin Driver’s License.
- High School Diploma or GED.
- Current Wisconsin Critical Care Paramedic License or Wisconsin Paramedic license, with the ability to obtain the Critical Care endorsement within (1) year of employment.

- Current American Heart Association (AHA) Basic Life Support (BLS), Pediatric Advanced Life Support (PALS), Advanced Cardiac Life Support (ACLS) certifications.
- ICS 300 and 400.

**Special Requirements:**

- Minimum 5 years of supervisory experience in an emergency medical services entity.
- Minimum 5 years of experience at the paramedic level.
- Must reside within 15 miles of the jurisdictional boundaries of the district, or able to relocate within 1 year of employment.
- Ability to respond outside normal business hours as needed.

**EOE – Equal Opportunity Employer**

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TO APPLY:

1. Download and complete an application, which can be found via our website:  
[www.barabooems.com/employment/](http://www.barabooems.com/employment/)
  2. Along with the completed application, submit your resume and cover letter ATTN: EMS Chief Caleb Johnson, 135 4<sup>th</sup> Street Baraboo, WI 53913 or [employment@barabooems.com](mailto:employment@barabooems.com)
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