

# SOUTH WALTON FIRE DISTRICT

911 North County Highway 393, Santa Rosa Beach, Florida 32459

*"Prompt, Competent, Caring Response in Time of Need"*



Ryan H. Crawford  
Fire Chief / Administrator

## SOUTH WALTON FIRE DISTRICT Division Chief of EMS

**Apply Now – Deadline September 24<sup>th</sup>**

The South Walton Fire District is currently seeking applicants for the position of Division Chief of EMS. This position works under the administrative direction of the SWFD Operations Chief to direct, manage, supervise and coordinate assigned EMS programs and activities within South Walton Fire District ("District"); to coordinate assigned activities with other departments and outside agencies; and to provide operational expertise and administrative direction for emergency medical services in support of the Mission of the District.

This is complex supervisory work coordinating all EMS functions of the District, including emergency, non-emergency and administrative functions. The position is a confidential management position and is excluded from the bargaining unit. This position is an at-will, exempt employee, who will normally work a 40-hour, Monday – Friday schedule, but will be expected to vary hours to fit the needs of the District.

### **Major Duties:**

- Acts as liaison to the EMS community and medical director.
- Responds to and may assume command of emergency incidents. Possesses line authority commensurate with the rank and may assume command of Emergency Incidents, either at their discretion, in the absence of the Battalion Chief, at the request of a subordinate or at the direction of the Fire Chief or Operations Chief.
- Serves as the District's compliance officer with respect to maintaining personnel training objectives in accordance with mandated requirements.
- Serves as District's Infection Control Officer.
- Maintains educational profiles and EMS records for all District members.
- Develops EMS training programs that meet local, State, and Federal training requirements. Develops EMS continuing education programs
- Develops and implements quality assurance improvement techniques that evaluate and improve overall service delivery.

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**Leadership . Teamwork . Integrity . Community Service**

- Reviews EMS patient care reports to ensure proper care and treatment and determine areas for improvement.
- Ensures an adequate stock of EMS supplies and drugs are maintained.
- Responsible for the security and record keeping of all drugs ordered and stocked by the District.
- Establishes and maintains EMS standard operating guidelines.
- Ensures the District's permitted vehicles are equipped with required equipment and supplies as required by Florida statute.
- May conduct internal investigations, may participate in department hearings and operational reviews, recommends and/or administers corrective action.
- Assists with union relations, including negotiations and contractual service agreements. As a member of the management bargaining team he/she will have access to the confidential collective bargaining work product and participate and have significant input in discussions regarding collective bargaining strategy on a district level.
- Administers the policies and procedures of the District.
- Provides recommendations in the selection, promotion, demotion, termination, discipline, and training of employees.
- Assists with the formulation of the annual budget. Prepares annual EMS division budget, purchase requests, and maintains EMS budget through accepted accounting principles.
- Attends seminars, conferences, and training courses; keeps abreast of technological advances related to firefighting / emergency medical response activities.
- May be assigned to special projects for coordination, research, development, or implementation.
- Provides recommendations in the selection of EMT's and Paramedics and completes performance evaluations (EMS section only) of paramedics and EMT's.
- Supervises and coordinates emergency operations, including firefighting, disaster relief, hazardous material control, extrication, major medical incidents, and other emergency and non-emergency situations.
- Conducts pre-incident and post-incident analysis with company officer, as required.
- Maintains personnel and operational responsibilities, files and writes reports.
- Performs other related duties as assigned.

### **Knowledge Required by the Position:**

- Knowledge of administrative functions of the District.
- Knowledge of laws, ordinances, policies and procedures governing Fire District operations, principles and practices of planning and organization.

- Knowledge of principles of fire behavior and effect of weather conditions on fires.
- Knowledge of principles and practices of technical firefighting subjects sufficient to effectively train and direct staff in the use of equipment in fire tactics, strategy and control.
- Knowledge of fire control safety, practices and procedures.
- Knowledge of principles and practices of personnel administration as they relate to training, supervising, motivating and evaluating subordinates.
- Knowledge of budgeting techniques and recordkeeping practices.
- Knowledge of the staff, operations and equipment of other related agencies and mutual aid systems and knowledge of Fire District funding sources.
- Knowledge of principles and practices of modern EMS techniques.
- Skill in the use of tools, equipment and apparatus to fight fires, rescue or provide emergency medical care.
- Skill in the application of advanced emergency medical techniques.
- Ability to assess EMS job skill levels.
- Ability to assess EMS training needs and plan EMS training programs accordingly.
- Maintains a comprehensive, current knowledge and awareness of applicable emergency medicine techniques, policies, procedures, codes and laws; stays abreast of HCFA/Medicare/Medicaid changes and requirements.
- Ability to communicate effectively both verbally and in written form with technical accuracy in English.
- Ability to keep records and answer correspondence with staff and the public with patience, tact and courtesy.
- Ability to direct and review the work of subordinates.
- Ability to establish and maintain cooperative relationships with fellow employees and the public.

### **Supervisory Controls:**

Reports to the Assistant Chief of Operations.

### **Physical Demands:**

The work is typically performed while standing, walking, bending, crouching and stooping. The employee must frequently lift light and heavy objects, climb ladders, use tools and equipment requiring a high degree of dexterity.

### **Work Environment:**

Work is performed in an office, station, or other business/community structure, occasionally in vehicles or outdoor settings; occasionally in varying weather conditions, during the day and sometimes at night. Work may be performed in

emergency and stressful situations. The individual could be exposed to hearing alarms and hazards associated with fighting fires and rendering medical assistance, including smoke, noxious odors, fumes, solid chemicals, liquid chemicals, solvents and oils.

The Division Chief of EMS occasionally works near moving mechanical parts and in high, precarious places and is exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

NOTE: Reasonable accommodation considerations will be made for otherwise qualified individuals with a disability.

**Supervisory and Management Responsibility:**

Supervises the EMS Logistics Coordinator, Patient Transport (BLS) personnel and is responsible for EMS program management.

**Minimum Qualifications:**

- Florida State Certified Paramedic
- Florida Firefighter Certificate of Compliance
- American Heart CPR, ACLS, & PALS Provider / Instructor certified preferred
- Possess and maintain a valid State of Florida driver's license.
- Must have a working knowledge of clerical filing systems and basic computer skills, including the use of the Microsoft Office Suite.
- Must be a non-smoking/non-tobacco using person, both on and off the job, at the time of employment and maintain same non-smoking and non-use throughout the term of employment.
- Must successfully pass the Fire District's medical/physical, drug screen and background check requirements as a condition of employment.
- Required residency of within a 20-mile radius of South Walton Fire District Headquarters is required for take home vehicle.

**Education & Experience:**

- Associate Degree (Bachelor's degree preferred) from an accredited college or university in Emergency Medical Services, Fire Science, or other closely related field.

- National Incident Management System certification in IS-100, IS-200, IS300, IS-400, IS-700, and IS-800 (to be obtained within one year of employment)
- Florida Forestry certification in S130/S190 as Wildland Firefighter & S330 Strike Team Leader (to be obtained within one year of employment)
- Minimum of ten (10) years of increasingly responsible career fire or emergency medical services experience with five (5) years recent experience as a working Paramedic. Paramedic experience must be the equivalent of a Solo Medic approved by the Medical Director at a level reflecting current EMS protocols and standards.
- A combination of education, certifications, training and/or experience may be considered.

**How to Apply:** Resumes may be submitted by mail, fax or email to the following no later than Friday, September 24, 2021.

South Walton Fire District  
911 N. County Highway 393  
Santa Rosa Beach, FL 32459  
850-267-1298 (Office)  
850-267-3294 (fax)  
[career@swfd.org](mailto:career@swfd.org)  
[www.swfd.org](http://www.swfd.org)

**Online Application:**

[https://www.swfd.org/SWFD/media/data/pdf/Admin - Application.pdf](https://www.swfd.org/SWFD/media/data/pdf/Admin_-_Application.pdf)

***The South Walton Fire District (SWFD) is a professional fire/rescue agency located in Walton County Florida. SWFD maintains 5 fire stations, a communications center and provides beach safety services for the South Walton Beaches. SWFD is responsible for Fire Protection, Emergency Medical Services Transport, Lifeguards, Hazard Mitigation, Public Fire/Life Safety Education and Prevention as well as 911 Communication Services for an area of 84 square miles and serves a population ranging from 40,000 to over 150,000 during the tourist season.***