



## JOB DESCRIPTION MEDICAL SERVICES OFFICER

<b>JOB TITLE:</b>	<b>MEDICAL SERVICES OFFICER (MSO) - ASSISTANT FIRE CHIEF</b>
<b>DEPARTMENT/GROUP:</b>	FIRE
<b>REPORTS TO:</b>	FIRE CHIEF
<b>SUPERVISES:</b>	BATTALION CHIEF(S) AND CAPTAIN(S)
<b>FLSA/GRADE:</b>	EXEMPT / CONFIDENTIAL / NON-REPRESENTED
<b>POSITION OVERVIEW</b>	
<p>This position is a non-represented, merit-based position working at the administrative/executive level. It is FLSA exempt, confidential, senior management position working under the direction of the Fire Chief. The position is responsible for the operations, training, oversight and compliance of the department EMS and transport services, as well as EMS and Fire response. The position represents the department at various meetings, both inside and outside the city, as well as serving on local and state boards where appropriate. The position assists the Fire Chief with short and long-term planning within the areas of responsibility, as well as serving as a member of the labor/management team for the city. The incumbent is responsible for reviewing and updating department policies within their areas of responsibility and applies these policies, along with the collective bargaining agreement and applicable interlocal agreements where appropriate. Working with the Fire Chief and peer Assistant Fire Chief, the incumbent will be available, on an on-call basis, for off duty response to incidents requiring a Chief Officer to respond. The position shall have knowledge of the NIMS ICS Framework, work within the department's established chain of command, and may serve as the Fire Chief in their absence. Performs other duties as assigned by the Fire Chief.</p>	
<b>ESSENTIAL JOB FUNCTIONS</b>	
<p>These duties are a representation of the essential job functions and is in no way an exhaustive listing of the position's duties and responsibilities. These essential functions are compliant with the Americans with Disabilities Act and reasonable accommodations will be made where required. This job description does not constitute an employment agreement and is subject to change without notice by the employer; these essential job functions are:</p> <ul style="list-style-type: none"> <li>• Responds to both emergency and non-emergency incidents when needed and assumes command of the incident where appropriate.</li> <li>• Maintains firefighting and EMS skills/certifications necessary to conduct firefighting operations and provide patient care in accordance with current county and state protocols.</li> <li>• Provides direct supervision to Battalion Chiefs and Captains, as well as general supervision to career and volunteer staff.</li> <li>• Manages day-to-day operations of the incident response capabilities of the department, training, compliance with applicable state statutes, and departmental communications.</li> <li>• Manage, develop, and implement departmental goals, objectives, policies, and procedures as delegated by the Fire Chief.</li> <li>• Evaluate the department's service delivery and adjust where needed using quantitative data to guide the decision-making process. Coordinates with outside agencies where necessary to deliver adequate and efficient incident response.</li> <li>• Participate as a member of the management team in the labor/management, collective bargaining process. Assists the Fire Chief in resolving any grievances filed against the department/city.</li> </ul>	



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- Manage, develop, and implement departmental goals, objectives, policies, and procedures as delegated by the Fire Chief.
- Evaluate the department's service delivery and adjust where needed using quantitative data to guide the decision-making process. Coordinates with outside agencies where necessary to deliver adequate and efficient incident response.
- Coordinate functions of assigned divisions including, but not limited to, shift staffing, daily work assignments, training, and end-of-year performance evaluations for Battalion Chiefs and Captains.
- Investigate internal and external personnel matters and remedies these matters according to department and city policy up to and including the appropriate level of discipline.
- Approve timecards of those personnel assigned to their areas of responsibilities.
- Identify any training deficiencies within the department and implement appropriate remedial or first-time training to bring the department into compliance. Maintains knowledge of current trends, innovations, and requirements necessary for efficient and compliant emergency response.
- Participates in the drafting and execution of the department annual budget. Assists with strategic planning for departmental growth, capital projects, and purchasing.
- Mentor and develop career and volunteer personnel in various areas of leadership; as well as assist them in meeting any career goals they set for themselves.
- Conducts certification instruction and/or testing for both internal and external personnel to increase departmental training and response efficiency.
- Ensure departmental records and regulatory reports are complete and accurate.
- Assists other city departments with annual emergency service and disaster preparedness activities.
- Assists the Fire Chief with research and submission of potential local, state, and federal grant opportunities.
- Ensures accurate inventory and tracking of departmental equipment and assets.
- Manages and updates, as necessary, training materials and inventories in department programs such as Vector Solutions.
- Implements, updates and oversees EMS Training and certification in conjunction with Yakima County Department of EMS and MPD, as appropriate.
- Act as HIPAA, Compliance, Safety and Infection Control Officer and QA/QI coordinator
- Performs other duties as assigned by the Fire Chief.
- Coordinate and conduct community education courses including but not limited to; CPR, First-Aid, AED & Stop the Bleed Training.



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### REQUIRED MINIMUM QUALIFICATIONS

- Eight (8) years of progressively responsible management and supervisory experience with demonstrated planning, administrative, and leadership skills with five (5) of such years in the role as a supervisor of EMS operations at or equivalent to the rank of Lieutenant, Captain or above.
- Associates Degree (or 90 credits) in/towards Fire Science, Public Administration or related field.
- ICS 100, 200, 300, 400, 700 & 800.  
(option for 300 & 400 to be obtained within twelve (12) months of hire)
- Current Washington State EMT-P (Paramedic) Certification  
(or be eligible for reciprocity to be received within three (3) months of hire)
- National Fire Academy Incident Safety Officer or ability to obtain within 1 year of hire.
- IFSAC Instructor 1 and ability to obtain IFSAC Instructor 2 within twelve (12) months of hire
- Washington State EMS Evaluator
- Comprehensive knowledge of Yakima County (ABFY) EMS Protocols and Operating Procedures
- Ability to read and write the English language

Consideration will be given to any substantial combination of education, experience, and/or nationally recognized certifications, qualifications, or designations to determine a candidate's ability to meet the listed required qualification and essential job functions.

### PREFERRED QUALIFICATIONS

- Washington State Senior EMS Instructor (SEI) – STRONGLY PREFERRED
- IFSAC Instructor II
- IFSAC Fire Officer I or above
- Washington State EVIP/EVOC Instructor

This list is not all inclusive. Certain EMS, NWCG, and NFPA Technical Rescue related and instructor certifications may be required to enhance current or future operational goals of the organization.

### KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of modern EMS operations, firefighting and incident command techniques and practices.
- Knowledge of Washington State labor laws and procedures for collective bargaining.
- Ability to communicate professionally to both internal and external customers.
- Ability to recruit and maintain an effective volunteer response force.
- Knowledge of applicable NFPA standards and the ability to interpret and enforce standards, laws, and department policy.
- Excellent writing skills.
- Effective time management, scheduling, and the ability to keep an accurate calendar.
- High emotional quotient (EQ) and the ability to lead other professionals in a respectful manner.



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- Ability to read, interpret and present requested data in an accurate and ethical manner.
- Ability to keep information confidential.
- Operate different types of technology and mainstream programs related to those technologies.
- Operate hand tools, power tools, saws, and other fire service equipment needed to provide emergency service.
- Operate radios and warning devices necessary for safe response to emergency incidents.
- Ability to operate large apparatus such as pumping and aerial apparatus.

### **WORKING CONDITIONS**

The work conditions listed are meant as a representation of the conditions this position may experience or work under. It is not meant to be an all-inclusive list of potential work conditions. Reasonable accommodation may be made for essential job functions.

- Lift up to 50 pounds unassisted and 150 pounds with assistance.
- Work in hot and/or IDLH conditions as necessary in full protective clothing including a self-contained breathing apparatus.
- Sit, stand, and/or talk for extended period of time and in front of large groups of people.
- Confidential and/or sensitive situations where patient information or legally protected information is present.
- Work schedule may include night and weekend response to incidents requiring a Chief Officer.
- Loud environments in excess of 85 decibels.
- Office environment with long timeframes of sitting and exposure to blue light from computer screens.

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City Manager

Date