



SAN JUAN ISLAND EMS
PART OF
SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT NO. 1



Job Title:	Operations Chief / Training Officer	Job Category:	Full-time, At Will
Department	EMS Operations	Hire Date:	May 2022
Location:	Friday Harbor, WA	Travel Required:	Local: Regular Region: Occasional National: Rare
Pay Range:	Paramedic: \$110,000 – 125,000 / yearly EMT: \$85,000 – 100,000 / Yearly	Scale:	Salary / exempt, nonunion
Reporting: Hospital District Superintendent / EMS Administrator			
Job Description			
<p>QUALIFICATIONS:</p> <ol style="list-style-type: none">1. Leadership experience2. Current Washington State EMT (or nationally registered EMT with the ability to use reciprocity to obtain state license within three months of hire) with five years' experience as an EMT. Minimum one recertification cycle.3. Washington State EMT-P preferred (or nationally registered EMT-P with the ability to use reciprocity to obtain Washington State EMT-P license within six months of hire) with five years' experience as a paramedic.4. Adult instructional and training experience preferred (at least 100 plus hours); experience with volunteers is a plus.5. Other certifications required:<ol style="list-style-type: none">a. Prehospital Trauma Life Support (PHTLS or ATLS)b. American Heart Association CPR and First Aid Instructorc. ICS 100, 200, 7006. Other certifications preferred (some will be required after hire, including all ICS, and the SEI):<ol style="list-style-type: none">a. Neonatal resuscitation (NRP)b. Advanced Cardiac Life Support (ACLS)			

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- c. Pediatric Advanced Life Support (PALS)
- d. ICS 300, 400, 800
- e. Senior EMT Instructor (SEI)
- f. Washington State Evaluator preferred (from Department of Health)
7. Associates Degree or greater preferred
8. Fire experience is a plus, but not required, as this agency does not do fire suppression. Other medical background is a plus.
9. Marine experience is a plus (as are Coast Guard certifications or similar)
10. Excellent communication both written and verbal is key; also, strong conflict resolution skills, keeps commitments and inspires trust in others, works ethically and with integrity, and upholds organizational values.

JOB GOAL

Serve as leadership depth for San Juan Island EMS and as second-in-command for the entire agency. Coordinate and run the Agency's Ongoing Training and Education Program (OTEP) in collaboration with the county's Medical Program Director. Serve as a vital connection to volunteers to ensure they receive adequate training and support. Organize trainings with agency partners and be available to staff and volunteers to help them develop as first responders. Ensure all personnel are up to date on training and recertification requirements. Assist in directing operations in the field on major incidents. Provide supervision for operations staff.

This position is not responsible for finances (warrants, payroll, etc.), budgeting, union negotiations, hiring, Board relations, capital improvement approval or purchases, employee reviews, or other Chief level responsibilities. However, the Operations Chief / Training Officer may be asked to assist or provide advice in areas of their expertise as it impacts these things.

SUPERVISES:

Supervises captains (paramedics) and lieutenants (volunteer and fulltime) under the direction of the Superintendent. Supervise training and development of volunteers.

PERFORMANCE RESPONSIBILITIES:

Training Officer

1. Organize, plan, and direct the Agency's EMS training program (OTEP), instruct new EMT classes (usually every other year), and be familiar with Federal, State and County Regulations as they pertain to EMS.
2. Work with the Medical Program Director (MPD) to ensure paramedics and EMTs meet training requirements. Integrate CQI and training to ensure that benchmarks are met.
3. Ensure that all responders have all other ongoing qualifications for their work with the agency (e.g. current driver's license, physical agility testing, N95 fit checks, current background check, etc.) and assist all personnel in meeting the requirements
4. Supervise field training officers and responder onboarding as necessary

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5. Coordinate regular additional training and exercises with agency partners such as the Sheriff's Office, Airlift Northwest, Peace Health Peace Island Medical Center, Life Flight, Island Air, and fire departments in the area. Work regionally and locally to build collaborative relationships. Always reflect well on our agency with our partners and the public.
6. Be available to staff and volunteers who need help developing their skills.

EMT / Paramedic

7. Respond as an active EMT/Paramedic when needed, particularly on major incidents and codes, and provide rare backfill when necessary
8. Maintain all active and current certifications and requirements to fill the role of a first responder in this agency,
9. Operate emergency vehicles

Operations Chief (OC)

10. Work with the Superintendent to provide leadership depth within the agency, lead San Juan Island EMS (but not the entire District) in the absence of the Superintendent
11. Supervise staff responders and officers in the performance of their duties
 - a. Captains and Lieutenants will actively support volunteers, but the OC will help ensure that volunteers have the training and support they need to succeed
 - b. The Operations Chief is given a set of delegated powers that define this supervisory role (see Appendix A) under the management of the Superintendent
12. Help ensure that the objectives for each employee and the agency are met
13. Make recommendations on major agency issues to the Superintendent and participate in leadership meetings and discussions with other senior leadership within the District
14. Ensure reporting of key data metrics to the Superintendent and the State of Washington (e.g. WEMSIS), assist in helping the agency meet response goals.
15. Participate in hiring committees within the agency for new personnel as requested
16. Perform other incidental tasks consistent with the goals and objectives of this position

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force as needed to move objects. This position may result in exposure to individuals carrying infectious diseases or illnesses, such as Hepatitis A, B, or C, HIV, tuberculosis, etc. This position will involve periods of high physical, mental and/or emotional stress.

TERMS OF EMPLOYMENT:

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Salary, PTO, retirement (LEOFF), and other benefits shall be paid consistent with the agency's approved compensation plan. Must be able to pass a background test, drug test, have a clean driving record, and otherwise meet agencywide standards for personnel.

Employment is considered "at will" by State of Washington regulations. Employee is "exempt" for the purposes of the Fair Labor and Standards Act and is not paid overtime. This is a non-union position.

Hours of work are 09:00 – 17:00 by default, Monday through Friday, but will need to be flexible for evening trainings and other routine and non-routine events.

EVALUATION:

Performance of this job will be evaluated yearly by the CEO/Superintendent (usually August).

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APPENDIX A

**DIVISION OF RESPONSIBILITY AND
DELEGATED POWERS**

This document may be revised at any time by the Superintendent, except where mandated by the Board of Commissioners, or local, state, and federal law.

Description	Operations Chief (OC)	Superintendent
Union Negotiations / Bargaining, Change of Working Conditions	May be asked to render advice	Primary responsibility
Employee Reviews, pay, and discipline	Participates in reviews. May recommend pay/discipline	Primary responsibility
Hiring and Termination of employees	Assist in hiring process – job descriptions, interviewing, etc.	Primary responsibility
Accounts Receivable (AR), Accounts Payable (AP), Payroll	Discuss spending requests with the Superintendent and convey approval to staff. No role with AR / Payroll.	Primary Responsibility, authorizes all expenditures (delegates routine and customary purchases to appropriate staff but still must authorize payment to the vendor)
Budgeting	May be asked to render advice	Primary Responsibility
Capital purchases	May be asked to develop an acquisition and implementation plan (e.g. determine a suitable ambulance purchase in collaboration with fleet personnel), supervise implementation of new equipment and capital assets	Primary Responsibility
Board of Commissioners	Assist Superintendent in preparing reports to the Board (e.g. collection of data). Maybe be asked to present from time to time on matters under the OC's purview.	Primary Responsibility

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District Goals and Direction	Provide Advice, help implement	Primary Responsibility with the Board of Commissioners
Policies and Procedures – revisions, approvals, implementation	Provide Advice, assist with revisions on policies and help implement within the OC’s area of responsibility.	Primary Responsibility
External Relationships and Partnerships	Organize inter-agency trainings and events. Will be asked to represent the District or the Superintendent at times.	Primary Responsibility
Training (BLS - Agency)	Primary Responsibility. Will have one Medic and one EMT assigned to help. Others may help as needed. Sign off on response readiness for every responder. Work with the Medical Program Director to set the OTEP plan and follow it. Hold new EMT training courses every 1-2 years.	Supervisory
Training (ALS – Agency)	Agency liaison to the MPD for ALS training (MPD is responsible for ALS training and certification). Work with the MPD and each provider to ensure that they meet expectations.	Supervisory
Training (Outreach)	Minimal. The Outreach Department handles community CPR and First Aid classes.	Supervisory
Individual 911 Response Responsibility	Respond as backfill when needed during concurrent calls or major codes	None
Coordination of 911 Response and deployment of assets	Mostly follows customary practice and Policies and Procedures but may redirect resources as necessary and/or propose revisions to how response is handled. May take	Supervisory

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	command in the event of major incidents.	
Supervision of Emergency Response staff logistics and response (5 medics, 5 EMTs)	Primary Responsibility	Supervisory
Supervision of Outreach and Administrative Staff	Only regarding EMS training	Primary Responsibility
Supervision of Volunteers	Only regarding EMS training. (this is the responsibility of the staff EMTs/Medics as Lieutenants / Captains). May take command in the field as necessary, including command of volunteers, or otherwise direct deployment	Supervisory