



Town of Otisfield

403 State Route 121 Otisfield, ME 04270 - 6274
Phone: 207.539.2664 Fax: 207.539.2246

Emergency Medical Services Chief

Nature of Work:

This is a responsible, administrative, supervisory and technical position. The Emergency Medical Services (EMS) Chief organizes, directs and evaluates the Otisfield First Responders to provide efficient and immediate care to ill and injured patients.

The EMS Chief must meet all job requirements of the position of First Responder, including Essential Duties and Responsibilities, Training and Experience and Necessary Special Requirements.

The EMS Chief must maintain their own licensure and validate licensure of First Responders.

The EMS Chief works under Maine State protocols and acts as liaison with the Maine EMS, designated emergency medical services contracted by the Town, the Town Fire Department and Town employees.

The EMS Chief is appointed by the Otisfield Fire Chief, is an officer of the Fire Department and reports to the Otisfield Fire Chief.

Essential Duties and Responsibilities:

Duties include but are not limited to:

- All duties and responsibilities as outlined in the First Responder job description.
- Oversees and evaluates performance of Otisfield First Responders.
- Ensures that personnel are deployed in working units to efficiently meet the Town's needs.
- Approves timesheets and submits for processing of payroll and record keeping.
- Analyzes staffing needs and recruits and retains qualified personnel, consistent with applicable laws, regulations and Town policies and procedures.
- Ensures training of First Responders to meet the challenges of emergency service and comply with Federal and State regulations.
- Ensures required licenses of self and First Responders are current.
- Establishes and maintains a working environment conducive to positive morale, quality and teamwork.

Requirements of Work:

- Must meet all requirements of work as outlined in the First Responder job description.
- Ability to provide leadership, counsel, and motivation.
- Ability to lead and command effectively in emergency situations.
- Ability to resolve conflicts among groups or personnel
- Ability to maintain discipline and earn and retain respect of coworkers and subordinates.
- Ability to conduct constructive performance reviews with First Responders and secure their commitment to organizational goals.
- Ability to communicate effectively and persuasively, both orally and in writing with individuals and groups.
- Ability to establish and maintain effective working relationships with the Town employees and department heads, other towns and the State, as well as internal and external community groups, advisory boards, news media, and the general public.
- Ability to make quick decisions and exhibit sound judgment, often in stressful situations.
- Thorough knowledge of the Right to Know laws.
- Commitment to protect the confidentiality of citizenry.
- Ability to exercise discretion, tact and diplomacy at all times.
- Ability to manage job related stress.

Training and Experience Required:

- Must be licensed by the State of Maine as an Emergency Medical Technician (EMT) Basic level at a minimum to provide medical care to patients.
- Must be certified with Ambulance Vehicle Operation Certification (AVOC) and Emergency Vehicle Operation Certification (EVOC) to operate department vehicles.
- Prefer three or more years of experience in emergency medical services.
- Must have a combination of education, experience and training that provides the necessary knowledge, skills and abilities.

Necessary Special Requirements:

- Must meet Necessary Special Requirements as outlined in the First Responder job description.

ADOPTED: November 6, 2013

TAFT 12.04.13