

TOWN OF WILTON

AMBULANCE CHIEF JOB DESCRIPTION

DEPARTMENT: Public Safety

GRADE: 10

CLASSIFICATION: Exempt - Salaried

Job Summary

The Chief of Department serves as the administrative director of the Town of Wilton Ambulance Service and manages those functions that support the ability of the department to deliver the highest quality of medical/trauma patient care possible. The Chief of Department is responsible for the day to day operations of the Town of Wilton Ambulance Service. The Chief of Department is the liaison between the Town of Wilton Ambulance and:

- Town of Wilton Departments, Boards of Selectmen, and Town Administrator.
- Town of Wilton Board of Selectmen, Lyndeborough and Temple Boards of Selectmen in regards to prehospital emergency care.
- Regional and State Emergency Service Organizations
- Other emergency service departments in Wilton, Lyndeborough and Temple
- Emergency Management Directors of the towns of Wilton, Lyndeborough and Temple
- Mutual Aid Emergency Medical Service partners

The Chief of Department is the on-scene EMS Command Officer, or other position in the Incident Command System as dictated by on-scene Incident Commander. Is responsible for the financial and budgetary responsibilities for the Town of Wilton Ambulance. Other duties as necessary for the smooth and effective operations of the Town of Wilton Ambulance, and Town of Wilton. Other duties as dictated by the Town of Wilton, Town Administrator and Board of Selectmen. May serve as the Town of Wilton Health Officer.

Supervision Received

Position reports to Town of Wilton, Town Administrator and/or Board of Selectmen.

Examples of Essential Duties

- Supervises, plans, organizes, monitors and directs personnel of the Town of Wilton Ambulance.
 - Required to staff primary ambulance Monday through Friday from 0600 – 1800 unless an administrative reason, vacation or sick time prevents this.
 - Must adjust his/her schedule to meet the staffing needs of the service.
- Respond to major incidents that require extensive scene management, on or off shift, if available.
- Responsible to develop and maintain policy and procedure manual for the efficient operation of the Town of Wilton Ambulance.
- Develops strategic plans for the department to meet community's needs in the future.

- Exercises leadership and motivates subordinates to incorporate vision, strategic planning, and elements of quality management into the department's activities.
- Produces reports as required by the Wilton Town Administrator and/or Board of Selectmen.
- Meets with staff to identify and resolve problems, develop programs, and implement new procedures as necessary.
- Manages continuing education, skills testing, and recertification for operations personnel.
- Responsible for prioritizing and assigning work, conducting performance evaluations, and making hiring, termination, and disciplinary recommendations to the Wilton Town Administrator and/or Board of Selectmen.
- Effectively communicates orally and in writing.
- Successfully works under the pressure and stress of emergency work.
- Responsible for preparing payroll and forwarding to the Wilton Selectmen's Office in an efficient manner, by the date/time stipulated by the Selectmen's Office.
- Develop annual budget in conjunction with the Wilton Town Administrator and present to the Wilton Budget Committee and Wilton Selectmen by November 1st or as outlined by the Wilton Budget Committee and Wilton Selectmen.
- Manage developed budget for the Ambulance Service for the Town of Wilton including the purchase of equipment, supplies and services consistent with Town of Wilton policies.
- Develop a Capital Improvement Program for the capital equipment for the service.
- Establishes organizational goals for the service.
- Establishes and maintains positive relationships with other town departments and outside agencies to including, but not limited to:
 - Town of Wilton, Lyndeborough and Temple (Greenville) Police Departments.
 - Town of Wilton Lyndeborough and Temple Fire Departments.
 - Area EMS services that supply mutual aid services to include, but not be limited to: Milford EMS, Souhegan Valley Ambulance Service, Peterborough Fire/Rescue, Amherst EMS and Brookline EMS.
- Responsible for HIPPA compliance and protecting patient data.
- Liaison and interface with other Emergency Service department leaders, Select Boards, other town boards and committees, and the citizens of the Towns of Wilton, Lyndeborough and Temple.
- Liaison and interface with other departments, organizations, committees, and boards to ensure a high caliber communication between departments, organizations, committees and boards.
- Other related work required for the efficient operation of the Ambulance Service.
- Other duties as assigned by the Wilton Town Administrator and/or Board of Selectmen.

Knowledge, Skills and Abilities Required

Considerable experience as a pre-hospital supervisor or public safety administrator; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Minimum Qualifications Required

- Graduation from an accredited high school or GED equivalent.
- Graduation from an accredited college of university with a bachelor's degree (preferred, but not required).

- Related supervisory and/or managerial experience may be substituted for post-secondary education.
- New Hampshire EMS Provider License
 - EMT-Paramedic Level - Required.
 - EMT-Basic – Required.
- Current American Heart Association certifications in:
 - Pediatric Advanced Life Support
 - Provider – Required
 - Instructor – Preferred, but not required
 - Advanced Cardiac Life Support
 - Provider – Required
 - Instructor – Preferred, but not required
 - Basic Life Support
 - Provider – Required
 - Instructor - Required
- Completion of a Town of Wilton Ambulance approved Emergency Vehicle Operator’s Course (EVOC);
 - May be completed within one month of becoming Chief.
- Current New Hampshire Driver’s license and clean driving record.
- Completion of:
 - i. US Department of Homeland Security
 1. ICS 100, 200, 700 programs prior to becoming Chief.
 2. ICS 300 within six months of becoming Chief.
 3. ICS 400 within one year of becoming Chief.