

# **Egg Harbor Fire Department and First Responders Standard Operating Guidelines**

**SUBJECT: Department Crew Chief Position Description**

**SOG 012**

**PURPOSE:** To have in place a policy that defines both the qualifications and duty requirements for the Egg Harbor Fire Department Crew Chief position.

**SCOPE:** This policy shall apply to all members of the Egg Harbor Fire Department.

## **SUPERVISION RECEIVED**

Works under the general supervision of the Fire Chief and/or the Assistant Fire Chief.

## **SUPERVISION EXERCISED**

Supervises all first responders, either directly or through other subordinate members.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- 1: Oversees the First Responder Program and insures that the department complies with all applicable laws including but not limited to local, state, federal laws and this Departments Standard Operating Procedures and Standard Operating Guidelines.
- 2: Act as a liaison between the Department and Emergency Services of Door County in matters concerning agreements, personnel issues, training issues, discrepancies or problems relating to actual scenes or any matter relating to the First Responder Program.
- 3: Manage the Department's license for the First Responders group and oversee the e-licensing.
- 4: Maintain all files relating to the First Responder Program including, but not limited to, all documentation of emergency medical service training for each member.
- 5: Coordinate all training including, but not limited to, ambulance familiarization, prevention of blood borne pathogens and infectious disease and call documentation.
- 6: Maintain up-dated roster with Wisconsin Ambulance Run Data System.
- 7: Oversee the approval of new members along with DCMC Medical Director.

## **PERIPHERAL DUTIES**

Performs the duties of subordinate personnel as needed.

Attends conferences and meetings to keep abreast of current trends in the field; represents the First Responders in a variety of local, county, state and other meetings.

Coordinates activities with other supervisors and exchanges information with Crew Chiefs in other First Responder Groups.

Purchase, manage and maintain all necessary supplies & equipment.

Maintains contact with general public, department officers and other Town and Village officials in the performance of First Responder activities.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- (A) Graduation from high school or GED equivalent with specialized training in Fire Department administration to include at a minimum:
  - 1. State First Responder Certification.
  - 2. Driver Operator Certified.
  - 3. Must obtain Fire Officer Basic (Entry level) training within two (2) years of original appointment as Crew Chief.
  - 4. Must have at least First Responder level training before appointment.
  - 5. Must complete all required ICS training within one (1) year of original appointment as Crew Chief.
  - 6. Must have completed all required NIMS courses.
  
- (B) Four (4) years prior work experience of emergency medical services.
  
- (C) The Crew Chief shall reside within the Town or Village of Egg Harbor with the following exception: Anyone employed within the Town or Village or anyone living within a reasonable distance from either station and can respond in reasonable amount of time as decided by the Fire Commission.

### **Necessary Knowledge, Skills and Abilities:**

- (A) Thorough knowledge of emergency medical service principles, procedures, techniques, and equipment; working knowledge of first aid and resuscitation techniques and their application. Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and guidelines.
  
- (B) Skill in the operation of First Responder equipment

- (C) Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions. Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements listed below.
- (D) Ability to effectively apply for and manage private, local, state and federal grants. To include application process, reports and oversight of the performance of the grant.
- (E) Ability and willingness to facilitate additional district funding thru direct donations and gifts.
- (F) Thorough knowledge of Door County EMS protocols and requirements.
- (G) Knowledge of Egg Harbor Emergency Medical Responder Operational Plan.

## **BASIC REQUIREMENTS**

- (A) Must possess, or be able to obtain by time of hire, a valid State Driver's License.
- (B) No felony convictions or disqualifying criminal histories within the past Ten (10) years.
- (C) Ability to read and write the English language.
- (D) Ability to meet Departmental physical standards.

## **TOOLS AND EQUIPMENT USED**

Emergency medical aid equipment, oxygen bottle, auto-defib, radio, pager, personal computer, and phone.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

During the course of employment the employee will be required to work in potentially hazardous and stressful situations. These include multiple types of emergency situations that will place the individual in danger and require the ability to make decisions under stressful conditions.

While performing the duties of this job, the employee is frequently required to sit, stand, crawl, walk, or run. Additionally the employee will be required to operate power and hand tools as well as heavy equipment.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

All of the above physical demands may take place under stressful conditions and may require the wearing of personal protective equipment while performing their job.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed primarily in an office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

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

## **SELECTION GUIDELINES**

Formal application, review of education and experience, appropriate testing and interviews, oral interview, background check, physical agility, drug screening, final selection and pre-employment medical examination may be required.

NOTE: Appointees may be subject to completion of a standard probationary period.

The examples of duties are intended only as illustrations of the various types of work 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.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Crew Chief will be appointed by the Fire Chief and approved by the Egg Harbor Fire Commission. After the annual performance review the Crew Chief will need to be approved by the Egg Harbor Fire Commission.

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