

	St. John's Fire District	
	Position Description	
	<i>Battalion Chief – EMS</i>	
	Office: Professional Standards & Training	Shift: M-F (40 hr)
	FLSA Status: Exempt – Revised Date:07/15/2025	

Directly Reports To (Position): Assistant Chief – Professional Standards & Training

Position Summary :

Under limited direction and in compliance with technical, administrative, regulatory, and professional standards and guidelines, directs the development and implementation of the District's medical training and manages the emergency medical services (EMS) program. Evaluates EMS training activities for effectiveness, with an emphasis on its impact on the District's service delivery. Performs quality assurance, gathers and analyzes data, monitors and measures adherence to standards, and resolves non-compliance issues and findings. Instructs all divisions in the processes associated with EMS. Serves on special committees and task groups as assigned by the Fire Chief and Deputy Fire Chief. Provides on-call support to disasters and major incidents.

Priorities:

1. Encourages a culture where constructive criticism is the norm and the drive for self-improvement overrides individual ego, personal agendas, and preservation of perceived reputation.
2. Provides career consultation and development to ensure individuals under their command reach their personal and professional potential.
3. Emphasizes that safety must always be prioritized over relationships and the desire for acceptance.
4. Building successful teams through coaching and training with an emphasis on building trust, productive conflict, commitment, accountability, and results.
5. Brings a passion for excellence in fire service delivery and prioritizes the organization and accountability

Essential Functions:

1. **Designated Medical Officer:**
Serves as the District's designated Medical Officer, providing oversight and leadership in all areas of emergency medical services (EMS).
2. **Liaison to Medical Control:**
Acts as the primary liaison to the District's Medical Control Director, facilitating communication, alignment, and compliance with clinical oversight requirements.
3. **EMS Budget Management:**
Develops, presents for approval, and manages the EMS division's annual budget, ensuring alignment with operational goals and financial accountability.
4. **Regional Representation:**

Participates in regional EMS functions and represents the District in meetings and collaborative efforts within the Charleston County EMS system.

5. Quality Assurance/Improvement:

Initiates, implements, and monitors the EMS Quality Assurance/Quality Improvement (QA/QI) program, using outcome data to recommend operational improvements and guide training priorities.

6. Field Performance Evaluation:

Evaluates the performance of EMS personnel in the field to ensure compliance with established policies, protocols, and professional standards. Investigates EMS-related service complaints and implements corrective actions as necessary.

7. Policy and Protocol Development:

Develops and proposes EMS-related policies, procedures, and guidelines. Ensures the District's EMS operations remain compliant with applicable laws, regulations, and internal policies.

8. Grant and Funding Support:

Assists with the identification, preparation, and submission of grant applications and external funding opportunities to support EMS initiatives.

9. EMS Equipment and Supply Management:

Supervises the procurement, inventory, and distribution of all EMS-related equipment, medical supplies, and pharmaceuticals in accordance with regulatory and operational guidelines.

10. Asset Tracking and Disposal:

Ensures proper tracking, usage, and disposal of medical equipment and controlled substances in compliance with legal and ethical standards.

11. EMS Personnel Certification Oversight:

Monitors, facilitates, and ensures the certification and re-certification of EMTs and paramedics. Verifies that all EMS personnel maintain required qualifications as defined by the National Registry of EMTs and the South Carolina Department of Public Health.

12. Training and Professional Development:

Coordinates and maintains comprehensive EMS training programs to prepare personnel for field response. Addresses deficiencies and fosters ongoing professional development.

13. Continuing EMS Education:

Develops, coordinates, and delivers EMS continuing education courses for all clinical providers to maintain current knowledge and skills.

14. Infection Control & HIPAA Compliance:

Serves as the District's designated Infection Control Officer and HIPAA Compliance Officer, ensuring adherence to public health, privacy, and confidentiality standards.

15. Ongoing Professional Development:

Attends relevant conferences, workshops, meetings, and training sessions. Reviews publications and learning materials to stay current on EMS trends, practices, and

innovations.

16. CPR/BLS/ALS Program Management:

Oversees the District's CPR, Basic Life Support (BLS), and Advanced Life Support (ALS) instructional staff and training programs.

17. Community CPR Programs:

Coordinates the District's public cardio-pulmonary resuscitation (CPR) training programs to promote community health and safety.

18. EMS Program Administration:

Plans, designs, implements, and manages all EMS programs to meet operational and clinical objectives.

19. Research and Analysis:

Conducts research and trend analysis to evaluate current and future EMS issues and develop strategic improvements in medical services delivery.

20. Emergency Incident Response:

Responds to large-scale emergencies, structure fires, disasters, and other critical incidents as needed. Assumes command or support roles during incident operations.

21. Interdepartmental Communication:

Maintains regular and effective communication with internal departments and external partners to enhance coordination, efficiency, and operational effectiveness across EMS-related activities.

Emergency Assignments

Every St. John's Fire District employee has regular and recurring emergency management responsibilities, though not every position requires routine deployment to natural or manmade disasters. All positions are subject to emergency recall for emergency management operations. This may require irregular work hours, work at locations other than their official duty stations, and may include duties other than those specified in their official job description.

Minimum Education and Qualifications:

- Associate degree in a general professional or technical field
- Must possess and maintain certification as a South Carolina Paramedic.
- Advanced Cardiac Life Support (ACLS) Certification
- Minimum five (5) years of progressively responsible service as a paramedic in a fully paid fire or EMS department with a minimum of two (2) years supervisory experience.
- Valid South Carolina Class D Driver's License
- IFSAC / ProBoard Firefighter II Certification
- EVDT or Equivalent
- Fire Officer 1 & Fire Officer 2 (IFSAC / Proboard)
- NIMS ICS 100, 200, & 700
- NIMS ICS 300

- NIMS ICS 400
- CPR Instructor

Preferred Education and Qualifications:

- Bachelor's Degree in a general professional or technical field
- Valid South Carolina Class E or CDL Class B Driver's License
- Pre-hospital Trauma Life Support (PHTLS) and Pediatric Advanced Life Support (PALS) Certifications
- EMT Instructor
- Fire Officer 3 (IFSAC / Proboard)

Ability to:

- Maintain District compliance with Charleston County EMS clinical operating guidelines and state EMS statutes and regulations
- Perform duties of an EMT / Paramedic
- Respond to and assist in a variety of emergency and non-emergency situations
- Obtain and maintain required certifications
- Administer specified training programs for new EMTs and Paramedics
- Supervise personnel to ensure they are properly trained to deliver emergency medical services
- Read, analyze, and interpret professional journals, technical journals, reference materials, and procedures
- Write reports, prepare business letters, summarize meeting minutes, and compose emails in a clear and concise manner
- Operate general equipment to include vehicles, public safety radios, and computers
- Utilize specialized software and systems to include Microsoft Office, Records Management Software, and other associated software.

Working Conditions

Primary Work Location: Office environment, vehicle, and outside.

Protective Equipment Required: Hard hat / helmet, safety glasses, safety boots, respirators, hearing protection, gloves, and self-contained breathing apparatus (SCBA).

Environmental/Health and Safety Factors:

Frequent exposure to unpleasant environmental conditions and / or hazards. Frequent exposure to mechanical hazards, chemical hazards, electrical hazards, fire hazards, explosives, communicable diseases, and physical danger or abuse. Daily exposure to extreme temperature, wetness and / or humidity, respiratory hazards, noise and vibration, and physical hazards.

Physical Demands:

Continuously requires standing, sitting, walking, carrying, lifting, reaching, pulling/pushing, kneeling, crouching, crawling, bending, twisting, climbing, balancing, handling, fine dexterity, vision, hearing, talking, and foot controls. Heavy strength demands include exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.

Mental Demands:

Frequently requires time pressures, emergency situations, frequent change of tasks, irregular

schedule/overtime, performing multiple tasks simultaneously, working closely with other as part of a team, tedious or exacting work, and loud/distracting environments.

Americans with Disabilities Act Compliance (ADA)

The St. John's Fire District is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request ADA accommodation.

Disclaimer

The above information on this position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

I acknowledge that St. John's Fire District has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

_____ Employee Signature	_____ Date
_____ Fire Chief (or HR) Signature	_____ Date

