



## NORTH LAKE TAHOE FIRE PROTECTION DISTRICT

866 Oriole Way – Incline Village, NV 89451-9439

(775) 831-0351 Fax (775) 831-2072 [www.nltfpd.org](http://www.nltfpd.org)

Ryan Sommers – Fire Chief

### Job Description

**Title:** EMS Battalion Chief  
**Reports to:** Assistant Fire Chief  
**FLSA Status:** Exempt  
**Schedule:** Full-time, 56 hours per week, 48 hours on 96 hours off  
**Classification:** Battalion Chief  
**Probation:** 12 Months  
**Pay Range:** \$127,200 – \$190,800

#### General summary of the role

The EMS Battalion Chief plays a crucial role in managing emergency medical services (EMS) and training activities within the Fire District. Reporting directly to the Assistant Fire Chief, this role may involve supervising personnel as needed. Key responsibilities include the day-to-day administration of EMS and coordination of training programs.

#### Job Responsibilities:

- Coordinate and manage assigned Fire Department programs and operations, including emergency services, disaster preparedness, fire prevention, inspections, investigations, training, and equipment maintenance.
- Serve as Officer-in-Charge for the assigned shift, supervising line personnel, responding to alarms, and assuming command at emergency scenes.
- Contribute to the development and implementation of goals, policies, and standard operating guidelines.
- Identify opportunities for service improvement, resource needs, and implement enhancements.
- Direct, assign, and review work activities, training, and projects for assigned programs and services.
- Participate in staff selection, training, and corrective actions as needed.
- Oversee program budgets, forecast funding needs, and monitor expenditures.
- Supervise fire and life safety inspections, interpretation and enforcement of codes, and maintenance of fire protection systems.
- Manage fire cause and origin determinations, evidence preservation, and follow-up investigations.
- Coordinate public education and public relations activities, including presentations to the community.
- Oversee electronic documentation and training programs, ensuring personnel meet certification requirements.
- Supervise equipment and apparatus maintenance and testing, including radios, pagers, and safety gear.
- Prepare reports, maintain records, and provide administrative support to Fire Chief and Assistant Fire Chief.
- Serve as a liaison with other departments and external agencies.
- Administer and supervise assigned programs and special projects.
- Maintain relevant certifications and stay updated on industry trends.
- Developing, managing, and evaluating all aspects of medical services provided by the District
- directs the department's Emergency Medical Technician Paramedic (Paramedic), Advanced Emergency Medical Technician and Basic (EMT) activities, supervising the use of equipment and pharmaceuticals, and training and evaluating personnel in the performance of these activities.



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**Ryan Sommers – Fire Chief**

- The EMS Battalion Chief is responsible for developing and recommending EMS program policies, procedures, plans, and budgets (e.g. training, standardized EMS guidelines, quality assurance/quality improvement).
- Serves as the liaison with hospitals, Washoe County, Medical Director, and other emergency services providers and participates in the development and oversight of county wide programs including training, EMS operating guidelines, and quality assurance/quality improvement (QA/QI).
- Monitors, supervises, trains, and facilitates the re-certification of paramedics and EMTs and ensures the qualification and medical certification of all District staff satisfies the appropriate certification standards as defined under Nevada State Statute.
- Collaborate with the Assistant Fire Chief to formulate Operations policies in alignment with the Strategic Plan, Mission Statement, and relevant federal and state legislation.
- Develop and recommend EMS operational goals and objectives, ensuring delegation of authority and responsibility to meet these goals.
- Maintain positive relations with local, state, and federal officials and community stakeholders to support District program goals.
- Prepare budget requests, anticipate future resource needs, and consult with superiors on funding priorities.
- Participate in designing and implementing cooperative EMS and training agreements with other agencies.
- Assists in the maintenance, review, and analysis of departmental records providing any necessary reporting to Washoe County, Nevada State EMS, and the Medical Director.

### **Desirable Minimum Qualifications:**

- Strong knowledge of modern EMS and training principles, public safety agency practices, administration, organization, and operations.
- Proficiency in computer skills, planning, organization, problem-solving, written communication, leadership, public relations, integrity, and motivation.
- ITLS/PHTLS, ACLS, PALS, CPR Instructor certifications
- Nevada State Fire Instructor II
- Nevada State EMS Instructor
- Fire Officer II certification

### **Education and Experience:**

- Associate degree (or higher) with major course work in fire science, fire administration, public administration, or other related field supplemented with specialized Fire Officer training. Bachelor's degree will be required within three years of appointment.
- Minimum fifteen (15) years of progressively responsible service as a paramedic or EMS-RN in a fully paid fire or EMS department with a minimum of five (5) years supervisory experience.
- Strong knowledge of emergency service operations, fire science, program development, and disaster preparedness.
- Proficiency in computer skills, planning, organization, problem-solving, written communication, leadership, public relations, integrity, and motivation.
- Experience establishing and maintaining effective working relationships and dealing tactfully and persuasively with others in controversial situations.



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- Experience communicating effectively through oral presentations, written reports, and discussions with internal and external stakeholders.

### **Licenses and Certifications:**

- A valid driver's license with "F" endorsement or equivalent
- Minimum age of 18
- Firefighter I, Firefighter II, and Fire Officer I certifications
- Nevada Paramedic or EMS-RN certification
- ITLS/PHTLS, ACLS, PALS, CPR certifications
- Hazardous Materials Incident Command (NFPA)

### **Working Hours:**

The EMS Battalion Chief position is salaried and follows a 56-hour workweek, with occasional travel, weekend, holiday work, and attendance at meetings outside regular scheduled hours.

### **Physical Requirements and Working Conditions:**

- Maintain physical abilities and stamina to perform job tasks, including vision, hearing, body mobility, manual dexterity, and ability to work in various conditions.
- Must not pose a direct threat to themselves, others, or public safety.
- Annual physical fitness examination as per District policy.

*The conditions herein 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 essential job functions.*

**Note: This job description is subject to change and may not encompass all duties related to the position.**