DIVISION CHIEF OF FIRE & EMS OPERATIONS

POSITION SUMMARY

The Division Chief of EMS directs, manages, supervises, and coordinates fire suppression, emergency medical services, rescue operations, special operations, and daily operational activities within the Dickinson Fire Department. This position provides leadership and oversight of operational personnel, emergency response readiness, training compliance, and operational performance.

This position supervises subordinate company officers and works closely with department leadership, outside agencies, the medical director, and community stakeholders to ensure efficient and effective fire and EMS service delivery. The Division Chief of Fire and EMS Operations serves as a key member of the department command staff and may respond to and assume command of emergency incidents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise and coordinate fire suppression, EMS, rescue, hazardous materials, and special operations activities within the department.
- Directly supervise subordinate company officer and provide leadership, coaching, accountability, and performance management for operational personnel.
- Act as liaison to the Fire and EMS communities and medical director.
- Recommend selection and evaluate performance of Captains, Lieutenants, firefighter/emergency medical technicians (FF/EMTs) and firefighter/paramedics (FF/Ps).
- Responsible for staff hiring, retention, supervision, training, coaching, performance reviews, and makes recommendations for disciplinary reviews.
- Establish and maintain EMS standard operating guidelines (SOGs).
- Establish, implement, and maintain Dickinson Fire Department policies, procedures, protocols.
- Coordinate operational readiness of personnel, apparatus, equipment, and response systems.
- Ensure department compliance with applicable fire service, EMS, OSHA, NIMS, state, and federal regulations.
- Review fire and EMS incident reports for accuracy, compliance, operational effectiveness, and areas for improvement.
- Conduct pre-incident planning and post-incident analysis with company officers and operational personnel.
- Respond to emergency incidents and potentially assume command or support command operations.
- Coordinate and oversee daily staffing, deployment models, and operational resource allocation.

DIVISION CHIEF OF FIRE & EMS OPERATIONS

- Participate in strategic planning, operational planning, and department development initiatives.
- Maintain personnel records, operational documentation, and departmental reports.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities: (position requirements at entry)

- Familiarity with Dickinson Fire Department SOGs, Policies, Protocols and City of Dickinson Human Resource Manual.
- Thorough knowledge of fire suppression, emergency medical services, rescue operations, incident command systems, and emergency response operations.
- Knowledge of operation and maintenance of firefighting, rescue, and EMS equipment.
- Ability to supervise, mentor, and evaluate subordinate officers and operational personnel.
- Strong organizational, leadership, and decision-making skills.
- Effective oral and written communication skills.
- Ability to work effectively under stressful and emergency conditions.
- Proficient in fire department databases, scheduling systems, computer programs, and reporting software.
- Knowledge of conflict resolution and personnel management practices.
- Ability to exercise sound judgment within established fire department policies and procedures.

QUALIFICATIONS

Education and Experience: (position requirements at entry):

- Bachelor's degree required, Master's degree preferred in Emergency Medical Services Administration, Fire Science, Public Administration, or a related field.
- Five (5) years of progressively responsible experience as a National Registry Emergency Medical Technician (NREMT)- in a career or combination Fire/EMS Department, including two (2) years of supervisory experience equivalent to Fire Lieutenant or higher.
- Equivalent combinations of education and experience are acceptable.

Special Requirements (position requirements at entry):

- Valid ND Driver's License.
- Nationally Registered Emergency Medical Technician, Paramedic (NRP) preferred.
- NAEMSE Instructor Level I or ND EMS Instructor/Coordinator.
- NIMS/ICS certifications: ICS 100, 200, 300, 400, 700, 800 & BlueCard Command Certification

DIVISION CHIEF OF FIRE & EMS OPERATIONS

- ProBoard and/or IFSAC Hazardous Materials Awareness and Operations, Fire Fighter I & II, Fire Instructor I, II, & III, Fire Officer I, II, III & IV, Hazardous Materials Incident Commander

WORKING CONDITIONS

- Physical requirements typically include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- They may be subjected to hazardous conditions, including, but not limited to, fumes, odors, dust, gases, chemicals, poor ventilation, body fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- The work entails strenuous physical activity, frequent exposure to inherent dangers, including the risk of physical harm and exposure to hazardous substances, challenging working conditions like adverse weather, and a heightened risk of accidents or health issues. Identifying and mitigating these threats can be challenging.

GRADE: FD-P3
FLSA: Exempt
Created: 05/30/2024 by Chief Presnell, HR Nameniuk
Approved by City Commission: 06/18/2024
Updated: Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025. Change title and update from Division Chief EMS to Division Chief of Fire & EMS Operations by Chief Presnell, HR Nameniuk 6/9/26.