

JOB TITLE: Assistant Fire Chief – EMS

DEPARTMENT: Fire Rescue

PURPOSE: This position reports directly to the Fire Chief and is responsible for the administration of Fire, Rescue, and Emergency Medical Services (EMS) Operations within Manheim Township Fire Rescue (MTFR). A primary emphasis is placed on the overall administration, coordination, and performance of the MTFR EMS system. The role includes oversight of daily EMS operations, ensuring operational readiness through effective staffing, resource management, and support of command-and-control functions during incident management.

This is a senior management-level position and follows the MTFR organizational chart for command structure responsibilities. The role involves highly responsible administrative and managerial work and serves as a key member of the MTFR leadership team. The position also provides command and/or support at major emergency incidents and requires continuous availability, functioning as a 24-hour on-call position.

Work is performed under the guidance of the Fire Chief to ensure mission of MTFR's goals and objectives are being accomplished.

ESSENTIAL FUNCTIONS:

Supervision and Management:

- Directly supervises all personnel assigned to the Fire, Rescue, and EMS Operational Divisions. Holds authority to recommend disciplinary action to the Fire Chief for members within EMS and Operations. Coordinates the activities of all personnel on emergency scenes during command assignments. In the absence of the Fire Chief and Deputy Chief, oversees day-to-day operational functions.
- Coordinates EMS, fire suppression, and rescue operations for all personnel. Ensures all EMS-related inquiries and concerns are addressed promptly and accurately.
- Develops, administers, and oversees all quality control programs, including the EMS Continuous Quality Improvement (CQI) program, and serves as the Infection Control Officer.
- Manages all EMS certifications, licensures, and required documentation for both individual providers and MTFR as an agency.
- Coordinates and/or conduct internal investigations as assigned or requested by the Fire Chief.
- Plans and coordinates training activities, including priorities, content, and scheduling, to support the mission and long-term goals of MTFR.
- Represents MTFR on county, regional, and statewide committees as directed by the Fire Chief.
- Performs other duties as assigned by the Fire Chief.

Tasks:

- Collaborates with the Fire Chief in developing the annual EMS budget, as well as EMS-related policies, programs, and procedures.
- Oversees the maintenance, readiness, and lifecycle management of all EMS resources, including equipment, supplies, and logistics support.
- Evaluates, develops, and standardizes operational procedures to enhance efficiency, ensure fiscal compliance, and maintain high-quality service delivery.
- Develops and administers the department's Infection Control Program in compliance with OSHA Regulation 29 CFR 1910.1030.
- Maintains effective liaison with the departmental medical director, local and regional medical facilities, and relevant local, regional, state, and national organizations involved in EMS service delivery.
- Provides effective customer service by responding to inquiries, supplying information, making referrals, and ensuring appropriate follow-through and resolution of issues.
- Provides monthly status reports and service delivery benchmarks to municipal officials and support committees, as approved by the Board of Commissioners.

JOB SPECIFIC REQUIREMENTS:

Education/Job Training:

An example of acceptable qualifications for this classification is a combination of education and experience which indicates possession of the skills, knowledge and abilities listed below:

Knowledge:

- Principles, practices, and procedures in all phases of fire, rescue, and EMS
- Principles, practices, and procedures of modern fire suppression and rescue
- Principles and practices of budget administration
- Principles and practices of management and personnel supervision
- Principles and methods of the NIMS Incident Management System with proficiency in the exercise of unified command
- Knowledge of relevant local, state, and federal laws and regulations regarding fire and emergency medical services
- Knowledge of current Pennsylvania EMS Protocols
- Apply knowledge of federal, state, and local laws and regulations relevant to fire and EMS
- Comprehensive knowledge and application of current risk management and occupational safety and health principles and practices

Abilities:

- Maintain clinical proficiency as an advanced life support provider.
- Plan, organize, direct, and evaluate diverse activities
- Act quickly and calmly in emergency situations and command operations of personnel and equipment under adverse conditions
- Prepare and administer budgets; research, prepare, and administer grants
- Develop and administer effective policies and procedures; make effective and sound decisions

- Work cooperatively and develop effective working relationships with other township departments, outside agencies and organizations, and community groups
- Communicate with a variety of audiences and groups clearly, concisely, and effectively both orally, including public speaking, and in writing
- Operate relevant computer systems and software including Microsoft Office applications
- Meet the physical requirements to safely and effectively perform the job functions
- Manage conflict, negotiate, and resolve issues

Experience / Training:

Experience:

- Ten years of increasingly responsible experience in fire and emergency services, including four years of supervisory experience.

Training and Education:

- Bachelor's degree in Fire Science or a related field required; or any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities. Equivalency determinations will be at the sole discretion of Manheim Township.
- Designated Chief EMS Officer *preferred*.
- National Fire Academy – EMS Management coursework *preferred*.
- Current Nationally Registered Paramedic (NRP) and/or Pennsylvania Paramedic certification required.
- Current ACLS certification (Advanced Cardiac Life Support).
- Current PALS certification (Pediatric Advanced Life Support).
- Current CPR certification.
- Current Hazardous Material Awareness Course.
- National Board on Fire Service Professional Qualifications (Pro Board Firefighter I/II *preferred*).
- National Board on Fire Service Professional Qualifications (Pro Board) Hazardous Materials Operations certification *preferred*.
- National Board on Fire Service Professional Qualifications (Pro Board) Health and Safety Officer certification *preferred*.
- National Board on Fire Service Professional Qualifications Fire Officer III (or equivalent) *preferred*.
- National Board on Fire Service Professional Qualifications Fire Instructor I (or equivalent) *preferred*.

- Completion of Incident Command System courses: ICS 100, 200, 300, 400, 700, and 800 *preferred.*
- Valid motor vehicle operator's license required.
- Residency requirements may apply upon acceptance of the position.
- Successful federal and state criminal background checks required as a condition of employment.
- Support letter from supervising Medical Director documenting performance evaluations for the past five years required.

This job summary includes, but is not limited to, the essential functions of the position. Management reserves the right to add to, modify, or remove duties at any time.

Physical Requirements/Working Conditions:

- Must be able to safely perform the duties of that position without posing a threat to the health and safety of themselves and others
- Will frequently be required to stand, walk, sit, lie and carry up to 25 lbs., and will occasionally be required to bend, kneel, crouch, climb stairs, lie and carry over 100 lbs.
- Will frequently be exposed to blood, bodily fluids or blood borne pathogens fumes, will occasionally be exposed to airborne particles, sharp objects or rough edges, loud noises and noxious odors, and will occasionally be required to work weekends, evenings, and holidays, be subject to callback/emergency calls, and work in temperatures below 32 degrees and greater than 100 degrees.
- Requires medical clearance consistent with NFPA 1582

REPORTS TO: Fire Chief

DATE: January 2026 (rev.1)