



DURANGO FIRE PROTECTION DISTRICT JOB DESCRIPTION

EMS Battalion Chief

Section: Operations Section

Division: EMS Administration

Supervisor: Deputy Chief of Operations

JOB SUMMARY

Provides administrative oversight and management of the medical transport system of the District. Administrative oversight includes working collaboratively as an advisor with the Medical Director, Training Division, and Response Battalion Chiefs.

ESSENTIAL FUNCTIONS

- Follows the Mission, Values and Department Expectations.
- Serves as District Infection Control Officer.
- Serves as District HIPAA Compliance and Privacy Officer.
 - EMS records requests
- Billing Philosophy
 - Prepares and coordinates annual EMS budget with the Executive Staff
 - Implements and oversees the medical transport billing process, including the development and maintenance of billing protocol.
 - Implement and manage Inter-facility Transport Program; billing, and contracts.
 - Is the District liaison and administrator of the contracted EMS billing company.
 - Manages EMS supply and asset inventory; budget, maintenance, and equipment including consumables, medications, oxygen delivery, and durable medical equipment.
 - Collaborate with the Finance Director for EMS cost reporting
 - Stays abreast of trends in national EMS finance
 - Manages reimbursements and collections
- Develop and manage internal EMS QA/QI data analytics to track community trends for proactive engagement with protocol review
- Provides technical and clinical input to the Training Division regarding EMS education and training.
- Provides technical and clinical input through collaboration with the Division Chief of Emergency Services
- Monitors industry standards and works with the Medical Director to continually improve and update medical protocols within state regulations.
- Responsible for maintaining Ambulance licensing and county authorizations
- Manage EMS based RMS and management software (ePCR, Pulsara, KNOX Med Vaults, Vector)
- Responsible for ordering, security, and record keeping of all medications ordered and stocked by the District. (DEA license and forms)
- Identifies grant opportunities and priorities, conducts necessary research; prepares and submits grant proposals.
- Represent the District and acts as liaison with other jurisdictional agencies or organizations for EMS as directed by supervisor (RETAC, La Plata County EMS Council, Heart Safe, EMSAC)
- Works closely with area hospitals to coordinate care and ensure a smooth transfer of patient care.

- Manages and identifies Inter-facility Transport Program components regarding; intake processes, safety protocols, and operational recommendations.
- Manage and collaborate with the Training Division to establish EMS Education clinical agreements with Education Programs/Institutions.
- Participate and collaborate with the Fleet & Facility Director regarding ambulance build and design
- Manage maintenance service agreements for durable medical supplies and Bio Waste services
- Manage EMS specific special event coordination approvals by working directly with the event coordinators

KNOWLEDGE AND SKILL REQUIREMENTS

- Can maneuver through complex political situations effectively and successfully align the requirements of external organizations with internal strategic goals and objectives. Continually champions position of DFPD.
- Capable of taking broad-scope view of issues, identifying central challenges and removing internal and external roadblocks in pursuit of effective solutions.
- Possesses leadership and communication skills to effectively work employees, volunteers, management, boards, and the public
- Knowledge of emergency medical services, principles, techniques, laws, regulations and ordinances
- Knowledge of budgeting and resource management techniques
- Knowledge of professional standards, operations, and mandates that govern emergency medical systems and best practice
- Knowledge of State and National testing and certification requirements
- Knowledge of Electronic Patient Care Reporting (EPCR) systems and Fire Record Management systems (FRMS)
- Knowledge of, and the ability to learn, various software and internet-based programs and tracking systems
- Ability to communicate effectively verbally and in writing
- Ability to speak in front of groups, deliver training material, and ensure understanding
- Ability to meet and deal with the public in a courteous and professional manner and promote a positive image of the District
- Ability to analyze medical data and records for system performance
- Ability to easily adapt to changes and new challenges
- Ability to analyze problems, identify alternate solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Skill in preparation of written reports, including upper-level policy recommendations
- Skill in evaluating and implementing new techniques in emergency medicine
- Skills to use spreadsheets for budgets, tracking and analytical work; PowerPoint/Google Slides for quality and informative presentations, and any other software that provides the position to work as efficient as possible

QUALIFICATIONS

- Education: High school diploma or general equivalency diploma (GED)
- Years of experience: 10 or more years of experience in pre-hospital medicine or emergency medicine field
- NFPA Fire Officer I, Chief Medical Officer Designation, or a combination of higher education
- Paramedic – preferred State of Colorado certification (CDPHE)
- CPR for the professional rescuer
- Valid driver's license

WORK REQUIREMENTS

- Must pass and maintain a yearly DFPD physical to perform the duties, activities and requirements as stipulated in the job description.
- Must comply with the organization's wellness and fitness program.
- Adequate vision for driver safety and special awareness.
- This is a full-time, benefit-eligible, exempt position. The normal schedule is Monday through Friday, 8:00 AM to 5:00 PM. Some evenings and weekends may be required based on the needs of the Department. This position is performed on-site and is not eligible for remote work.

THIS IS AN EXEMPT POSITION

Revised: 07/2026