



# KEYSTONE VALLEY FIRE DEPARTMENT

KEYSTONE VALLEY FIRE DEPARTMENT, 329 W FIRST AVE PARKESBURG PA 19365 PHONE: (610)-857-3232

**The Keystone Valley Fire Department is seeking a Full-Time or Part-Time EMS Manager**

**Job Title:** EMS Manager & Career EMS Supervisor Position

**Reports To:** Fire Chief and Board of Directors

**Directs:** EMS Supervisor, Career and Volunteer EMS members.

**Job Description:** The purpose of this job is to manage the administrative and operational functions of the emergency medical services division within the fire department. This employee will work closely with the Fire Chief on short and long-range budget preparation; development of operational structure and staffing; and projection of needs.

This will be a “working” position which will entail the candidate to perform duties as the EMS Manager while working on the ambulance to fill shifts and is not meant to be an administrative only role. Starting pay is TBD.

## **Duties/Responsibilities:**

- The EMS Manager will be the senior ranking EMS officer responsible for the schedule coordination of crews during our normal 24 hours of operations along with maintaining staffing for any special events/standbys.
- Administers payroll on bi-weekly basis.
- Will assist the Fire Chief with developing and maintaining policies that promote safe and efficient operational readiness and strives to evaluate and improve the operations components of the EMS division.
- Develop and maintains a new hire & new provider orientation program.
- Will facilitate new employee orientation, in house training, and serves as a liaison for regional trainings and coordinate with educational institutions for work experience programs.
- The EMS Manager will lead the EMS divisions field training officers and ensures steps are taken to ensure optimal delivery of patient care.
- Will assist the Fire Chief to develop programs that encourage engagement of fire department personnel.
- Establishes and maintain contacts with community service partners to identify opportunities for collaboration and act as the liaison with community educational partners to facilitate work experiences for students, provides program oversight and ensures completion of required documents that includes the departments ride along program.
- Assists the Fire Chief with attending community functions as available to promote EMS education.
- Enforce the adherence to department standard operating guidelines, the employee handbook and directives issued by the department leadership and acts as a role model within and outside of the work environment.
- Administers the departments QA/QI program under the direction of the Medical Director.

PHONE: 610.857.3232  
INFO@KVFD8.COM

- Will report to & complete other duties as assigned by the Fire Chief.

**Certification, education & experience requirements:**

- High school diploma or equivalent
- Associate or bachelor's degree in management or health sciences (preferred but not required).
- Minimum PA EMT with a minimum of 5 years' experience
- Valid BLS Provider CPR Card
- Valid PA Driver's License
- FEMA ICS 100, 200, 700 and 800
- Hazardous Materials Awareness
- Vehicle Rescue
- Firefighter I or II (preferred but not required)

Interested candidates are to email your cover letter and resume to [Chief@KVFD8.COM](mailto:Chief@KVFD8.COM) by December 9<sup>th</sup>, 2024.