



## Job Specification

<b>Job Title: Assistant Chief of Training, EMS (Appointed)</b>	<b>FLSA Type: Exempt</b>	<b>Date Established: 01/30/2026</b>
<b>Department: Fire</b>	<b>EEO Code: 4</b>	<b>Date Revised:</b>
<b>Class Code: 22-40-52</b>	<b>Reports To: Chief of Fire Training</b>	<b>Date Approved: 01/30/2026</b>

### Job Summary

Under the general supervision of the Chief of Training, assist in the planning, coordination, and management of the department’s emergency medical services (EMS) training programs. Oversee the implementation of EMS and rescue training and ensure department personnel perform emergency medical service protocols and techniques in accordance with approved standards. Administer all department programs regulated by MDHHS. Serve as the department’s medical specialist for technical and special rescue incidents.

### Essential Duties and Responsibilities *(may perform other duties as assigned)*

- Serve as the department EMS Program Director and EMS agency representative as assigned by the Office of the Fire Commissioner.
- Ensure and maintain department compliance with all MDHHS rules and regulations, and designate personnel to ensure maintenance of records.
- Evaluate and establish rules, SOPs, and training programs to facilitate best-practice delivery of emergency medical services within guidelines set by MDHHS, DEMCA, and the department medical director.
- Work with other designated personnel to ensure emergency medical services are properly maintained, managed, and administered by department personnel.
- Serve as the department’s highest medical specialist for all technical and special rescue operations and be able to respond to all incidents at the direction of the office of the fire commissioner.
- Assist in managing division personnel, payroll, and the assignment of duties.
- Outline training programs and officer training sessions, preparing material and developing methods for implementation in accordance with MDHHS and MFFTC requirements.
- Organize, supervise, and conduct training courses to instruct selected departmental personnel in proper driving techniques, methods of operation, care and maintenance of motor driven fire apparatus.
- Participate in evaluation of trainees in the classroom and field.
- Review and revise training manuals.
- Perform continuous quality assessments in the classroom and in the field to ensure proper emergency medical service protocols and techniques are followed. Organize, schedule, and implement re-education programs when deficient or insufficient care is found.
- Keep records, prepare reports and make recommendations on personnel performance and activities.
- Investigate personnel grievances and conduct hearings.

- Implement necessary disciplinary action.
- Perform other tasks as delegated by the Chief of Training or office of the Fire Commissioner.

**Qualifications (required):**

- Currently assigned to EMS Training at the Detroit Regional Fire Academy.
- Associate's degree or equivalent college credits in a job-related field.
- Three (3) years of experience as a licensed Michigan EMS instructor-coordinator paramedic.

**Qualifications (preferred):**

- Critical Care Paramedic Certification.
- Bachelor's degree in Fire and EMS science, public administration, business administration, education or a related field.
- Rescue Medical Practitioner (RMP) or equivalent.
- Operations or higher-level technical rescue training in the following disciplines:
  - Rope Rescue (or equivalent NFPA classification)
  - Trench Rescue (or equivalent NFPA classification)
  - Confined Space Rescue (or equivalent NFPA classification)
  - Structural Collapse (or equivalent NFPA classification)
  - Hazardous Materials.

**Knowledge, Skills, and Abilities**

- Knowledge of principles of learning and methods of teaching.
- Knowledge of modern medical treatment methods and practices.
- Knowledge in hazardous materials and operations.
- Knowledge of MDHHS education program and EMS program requirements, procedures, administrative rules, and regulations.
- Skilled in the operation and maintenance of apparatuses.
- Skilled in Microsoft Office (e.g. Word, Excel, PowerPoint) and other recordkeeping software such as ImageTrend and Fire Rescue 1.
- Skilled in physical and mechanical dexterity and mechanical aptitude.
- Skilled in oral and written communication.
- Skilled in communicating both orally and in writing to convey information effectively.
- Ability to drill and instruct personnel in efficient medical procedures.
- Ability to demonstrate initiative and resourcefulness in handling unusual problems of instruction.
- Ability to operate Emergency Response Apparatus.
- Ability to courteously interact with departmental personnel and others.
- Ability to use personal computers and common office and work-related software.

**Licenses, Certifications, and Other Special Requirements:**

- Valid State of Michigan Operator License.
- Current Paramedic License.
- Michigan EMS Instructor Coordinator Paramedic License.
- Current DEMCA endorsement.
- Certified Instructor for Advanced Cardiac Life Support (ALCS).
- Certified Instructor for American Heart Association (AHA) and Redcross in CPR.
- Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

**Physical Demands**

The employee frequently engages in strenuous physical activity that requires good dexterity, coordination and stamina which may include operating motor vehicles as well as light and/or heavy equipment for an extended period of time. The employee is expected to move about and ascend/descend (e.g. stairs, ladders, trees etc.) to accomplish tasks. The employee must be able to lift, push, pull, and carry up to 200 pounds.

**Work Environment**

Work is performed in indoor and outdoor environments with exposure to conditions which may include fumes, extreme heat and cold, wetness, loud noise, confined spaces, dust, hazardous chemicals, blood, bodily fluids, airborne pathogens, inclement weather, etc. Some work requires travel to meetings, conferences, and other work sites with exposure to seasonal weather conditions.

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*The above statements reflect the general nature and level of work performed by employees assigned to this class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Essential duties may vary from position to position.*

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