



Grand County

Job Description

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| Title: | Search & Rescue Commander | Job Code: | 2630 |
| Division: | Search & Rescue | Effective Date: | 9/2017 |
| Department: | Sheriff | Last Revised: | |

GENERAL PURPOSE

Performs a variety of supervisory, **administrative, organizational and skilled** duties related to the command of search and rescue, emergency response, personnel, and operations for Grand County.

SUPERVISION RECEIVED

Works under the direct supervision of the County Sheriff.

SUPERVISION EXERCISED

Provides direct supervision to the SAR Technician I and II.

ESSENTIAL FUNCTIONS

Staffing & Personnel Management: In conjunction with the Human Resource Director and Council Administrator, recruits, hires, disciplines, and dismisses department employees; assigns personnel and equipment to maintain scheduled operations; oversees the training of personnel in the operation of equipment and employee certifications; leadership and command skills training; establishes priorities for equipment repair and purchase; oversees record keeping of all work performed, hours worked by individual employees, time records for departmental payroll, leave records, and mileage reimbursements.

Oversees and reviews all resources used on incident responses to ensure that SAR missions are conducted in a safe and professional manner with emphasis on employee safety and proper use of county equipment. Follows up with mission debriefs on all incidents and implements improvement strategies. Oversees the GCSAR Field Training Program and logs, ongoing SAR training and education to maintain proficiency and safety of members.

Management and Administration: Provides general management over all aspects of the Search and Rescue Department; coordinates the development of SAR policies and procedures, certification standards, systems and protocols for day-to-day operations for equipment maintenance and readiness, responder personal equipment requirements, EOC facility adequacy specialized search and rescue equipment, and capital equipment and inventory purchase.

Develops and manages the SAR annual budget; maintains the security of personnel training records; oversees and coordinates the data collection, submission, and review of SAR annual reports, State of Utah reports and reimbursement, billings and collections, and accounts payable.

Search and Rescue: Responds to accidents, injuries, illness, and lost persons in all possible environmental situations and weather conditions. Assists Grand County Emergency Medical Services (EMS) by providing care and transportation of patients to primary care and /or an awaiting ambulance or helicopter.

Responds to search and rescue calls. Operates Search and Rescue (SAR) vehicles and provides SAR services by foot, motor vehicle, boat, and air in front country and backcountry settings in order to access and transport accident victims, emergency medical patients, and lost persons to ambulances, helicopter landing zones, or other safe locations or to definitive care.

Utilizes radio communications and codes to receive and transmit communications. Evaluates patient's condition and/or injuries and accident scenes and/or medical emergencies and administers aid as per protocol at provider's level of training.

Monitors patient's vital signs and provides basic life support until patient is handed over to EMT or other higher level of medical care. Works closely with other care-givers such as EMT's, nurses, and doctors and follows their medical directions.

Performs pre- and post-incident inspections of SAR vehicles and equipment. Assures SAR vehicles and equipment are properly stocked with necessary supplies. Attends training and meetings to stay informed of new methods and policies in the search and rescue area.

MINIMUM QUALIFICATIONS

1. Educations and Experience:

- A. Graduation from high school; plus, two (2) years of specialized training in search and rescue techniques;
AND
- B. Five (5) years of experience as a GCSAR Officer, Supervisory or Leadership Position or equivalent training;
OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of GCSAR terminology; ICS command management systems and principles; personnel management, training and performance management; policies and procedures, County accounting practices; budgeting and budget management; safe SAR equipment, vehicle and helicopter operations, including maintenance, safety procedures, and other needed equipment; incident command; give operational direction; SAR operations and basic patient care procedures; emergency radio procedures; outdoor recreational activities that lead to lost and injured persons; Grand County backcountry areas that are prone to search and rescue calls.

Skills in the training level achieved, safely operating SAR on-road and off-road vehicles, power and oar-powered boats and snowmobiles in front country and backcountry environments in any situation, including very inclement weather conditions; back country hiking and personal survival; complex problem solving, negotiation, and conflict mediation; judgment to plan, communicate, and execute a SAR operation or management of other emergencies; developing interpersonal relationships in a multi-agency public safety environment.

Ability to manage complex incidents; use initiative and independent judgment within established guidelines and procedures; establish priorities and meet critical deadlines; read and comply with department policies, procedures, and protocols; be familiar with and function within the Incident Command System; maintain a neat, well-groomed appearance; communicate effectively and concisely over the radio and according to established protocols, professionally with other emergency responders and the public; exercise good judgement in stressful situations, retaining and applying necessary training in all circumstances; be self-sufficient and able to safely operate and survive in backcountry conditions for a minimum of 12 hours; meet GCSAR Certifications Standards.

3. Special Qualifications:

- GCSAR Certification
- ICS Training – ICS 100, 200, 700, 800 certifications
- ICS command management training – ICS 300, 400 certifications
- Must maintain Basic First Aid and CPR certifications
- Must pass a background investigation
- Must pass a pre-employment drug screening
- Incident Command System training

4. Work Environment:

Some exposure to diesel fuel, gasoline, motor oil, and other automotive fluids; operating off-road vehicles in hazardous terrain; hiking in hazardous terrain; flying in a helicopter in hazardous conditions; exposure to injured and ill patients; considerable danger from infectious disease; some exposure in the event of a hazardous material incident, wildland fire or violent crime; working conditions vary from office duties to on the scene of a mass casualty incident; some work performed indoor, but mostly outdoors in all types of weather conditions; may be exposed to contaminated materials and body fluids; work performed on uneven terrain, considerable exposure to heights, moving water, snow and ice; sitting, standing, stooping, and lifting and must be able to lift considerable weight; requires hiking and walking considerable miles.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
(Employee)