



# Grand County

## Job Description

<b>Title:</b>	Search & Vice Rescue Commander	<b>Job Code:</b>	<b>2631</b>
<b>Division:</b>	Search & Rescue	<b>Effective Date:</b>	9/2017
<b>Department:</b>	Sheriff	<b>Last Revised:</b>	

### GENERAL PURPOSE

Performs a variety of **Supervisory, Administrative, Organizational and skilled duties** related to GCSAR operations, GCSAR personnel, planning, organizing, scheduling, equipment maintenance and purchasing, education and training. Acts as the Officer in Charge (OIC) in the management of GCSAR incident responses. Assumes command of the GCSAR Department in the absence or inability of the Commander to serve.

### SUPERVISION RECEIVED

Works under the general supervision of the Search & Rescue Commander.

### SUPERVISION EXERCISED

Provides close to general supervision to SAR Technician(s) I and II.

### ESSENTIAL FUNCTIONS

**Staffing & Personnel Management:** Assist the GCSAR Commander in the general supervision and management of all aspects of the GCSAR Department of the Sheriff's Office.

**Management and Administration:** Assist the GCSAR Commander in the development and maintenance of GCSAR operational systems and protocols for day to day operations and mission responses i.e. equipment maintenance and readiness, responder personal equipment requirements, EOC facility, specialized rescue equipment.

Manages all communication and navigational equipment. Maintain detailed records of equipment issuance, maintenance and repair history, serial numbers and model information. Provide for programming, installation and training on equipment use. Responsible for the purchasing of communication and navigational equipment and related supplies. Follow up on the return of all communication and navigational equipment from departing SAR employees.

Supervise the organizing, planning and execution of all community events, special events and fundraising projects, i.e. races, parking details, parade details, traffic control and window sticker sales

Assists to review 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.

**Search and Rescue:** Assists Grand County Emergency Medical Services (EMS) by providing high-quality care and transportation of patients to primary care and/or an awaiting ambulance or helicopter

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/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.

Performs related duties as required.

MINIMUM QUALIFICATIONS

- 1. Educations and Experience:
  - A. Graduation from high school;
  - AND
  - B. Five (5) years of experience in SAR operations; two (2) years of which includes Supervisory or Leadership functions or equivalent training;
  - OR
  - C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Working 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:

This is an appointed part time position with Grand County Search and Rescue (GCSAR) under the Grand County Sheriff's Office. The Vice Commander is selected from current department employees, appointed by the GCSAR Commander.

Maintains other certification, continuing education and response to incident minimum levels and meetings as outlined in GCSAR Policies and Procedures. Meets GCSAR Certification Standards (pending their approval) at the Operations Level.

- Must possess ICS Training- ICS 100, 200, 700, 800 Certifications.
- Must possess 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.

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**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)