

JOB DESCRIPTION

Essex County, VA

Job Title	Captain of Emergency Services
Department	Emergency Services Department
Category	Full Time
FSLA	Exempt
Pay Grade	
Report to:	Chief of Emergency Services
Supervises:	Emergency Services LT and BLS Firefighter EMT, ALS Firefighter Intermediate ALS Firefighter Paramedic as necessary

JOB SUMMARY/PURPOSE

This position performs operational and/or administrative management in the Department of Emergency Services. The Captain of Emergency Services is responsible for assisting in performing and managing day to day operations and/or administrative services for the County's Emergency Services Department. The Captain of Emergency Services is directly responsible for implementation of specific Emergency Services Programs and operations for ES staff. The Captain of Emergency Services is directly responsible for the management of the County's emergency communications systems which serve all public safety departments. The Captain of Emergency Services is required to exercise good judgment and supervision of emergency medical services and public safety communication systems and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- The Captain will perform all duties of a Paramedic-ALS Firefighter or Lieutenant as needed for ES calls and operations and will take command of emergency scene if Chief is not available;
- Implements, coordinates the operation and maintenance of all communications and computer systems to include the public safety (Sheriff, Fire, EMS) radio system, E-911 systems, Computer-Aided Dispatch (CAD) Consoles, Virginia Criminal Information Network, Cell towers, vehicle laptops that tie into the systems, etc.;
- Plans and implements upgrades to all systems within the communications center;
- Works with all vendors to schedule preventative maintenance and renewing of all maintenance contracts;
- Maintains all equipment at four radio sites and dispatch center; all device inventory and software changes within the communication's system; purchases equipment needed for repairs and upgrades for the systems;
- Answers all callouts with regards to communications system failures - on call 24-7;
- Seeks funding Grants etc. for upgrades and system replacements;

- Works with Communication Supervisor in Sheriff's Office to train personal with new operating systems;
- Evaluates the 911 EMS system/services through a combination of data collection and direct observations as well as conducts research and analysis of current and future 911 EMS issues and trends for the continuous improvement of the program and Department under the supervision of the Chief;
- Assists in the oversight of daily field operations of the Emergency Medical Services Department;
- Insures adequate operational staffing for all regular duty shifts as well as special planned or unplanned events; maintains schedule of personnel on shift each day;
- Assists in the establishing, implementing and monitoring of Departmental goals, objectives, policies and procedures. Assists in the planning and development of long and short-range projects and goals for Essex County's EMS Department;
- Assists the Chief in the management of policies and procedures to ensure compliance with licensing and certification requirements for all Emergency Medical Services staff (CPR, ACLS, PEPP, BTLS, EMT, Paramedic);
- Coordinates training opportunities and assures personnel receive the appropriate training as well as coordinating the evaluation of providers in the clinical and operational setting to assure core competency;
- Serves as a liaison between the Department of Emergency Services and the Jurisdictional Medical Director and the State regulating agencies with regards to training and quality assurance;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeping current with EMS & Statewide Public Safety regulations and maintains all certifications.
- Consistent on-site/field work and on-time attendance is essential for this position based on assigned schedule

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

- Associate Degree or any equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for this job, supplemented by over 7 years of progressively responsible experience as a firefighter, paramedic and supervisor, or other closely related discipline. Previous leadership experience preferred.

Licenses or Certificates:

- Current certification in Paramedic Advanced Life Support (ALS).
- Firefighter I certification.
- Hazardous Materials Awareness Certification.
- Certification in ACLS-Advanced Cardiac Life Support, EVOC – Emergency Vehicle Operations Course, PALS- Pediatric Advance Life Support and PHTLS – Pre-Hospital Trauma Life Support.

- Current CPR card.
- Valid driver's license in the Commonwealth of Virginia along with a good driving record.
- Within one year, all EMS providers shall successfully take and pass the Firefighter II and Hazardous Materials Operations certifications.

Other Requirements:

- Must pass a criminal background investigation along with Virginia State Police (VCIN) background, drug test and health exam.
- Annual training updates on all components of the emergency communications center

Knowledge, Skills and Abilities:

- Knowledge of emergency medical techniques and procedures required at the advance life support Paramedic level;
- Knowledge of Firefighter I duties and responsibilities;
- Knowledge of hazardous materials awareness;
- Knowledge of laws, rules and regulations relating to emergency medical services, paramedic/advanced life support level and Firefighter I activities;
- Knowledge of the occupational hazards and safety precautions of the discipline;
- Knowledge or ability to learn of the layout of local roads and of the locations and characteristics of various neighborhoods and communities;
- Knowledge of proper terminology used in the ES and Communication Systems discipline;
- Knowledge of supervisory responsibilities, purchasing of supplies, records management and assisting with budget controls;
- Knowledge of Information Technology or related field;
- Ability to drive an EMS/Ambulance unit to and from emergency calls;
- Ability to communicate effectively using solid reading, writing, listening and speaking skills; ability to produce medical reports that accurately convey information and explain medical situations to patients;
- Ability to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others;
- Ability to exercise independent judgment, and command supervision, organize work, and complete tasks efficiently and accurately;
- Ability to maintain professional ethics related to confidentiality, specifically medical records;
- Possession of physical endurance and agility to deal with ill or injured patients and to use emergency medical equipment and vehicle during a crisis;
- Ability to react quickly and calmly in emergency situations;
- Ability to understand, follow, give oral and written instructions;
- Ability to prepare detailed written and/or electronic reports in a timely manner'
- Ability to establish and maintain effective working relationships with associates, EMS leadership, hospital staff, county officials, outside agencies and the general public;
- Ability to handle the required mathematical calculations;
- Ability to deal courteously, yet firmly and effectively with the public in emergency situations;
- Ability to learn and utilize new skills and information to improve job performance and efficiency;

- Ability to take initiative to complete the duties of this position with limited to moderate supervision;
- Ability to read and interpret various materials pertaining to the responsibilities of the job related to medical protocol with hospital as well as public safety communication systems and equipment.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places		X		
Work with toxic or caustic chemicals		X		
Work with fumes or airborne particles		X		
Work near moving mechanical parts			X	
Risk of electrical shock		X		
Vibration		X		
Equipment Used – Computers, office equipment, hand tools, mechanic tools, ems & firefighting equipment, jaws of life, parts & supplies for communication equipment, laptops, etc.				X

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking				X
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Smelling fire, patience with medical concerns		X		
Bending, pulling, pushing - Patients				X
Other-Driving				X
Other-Performing medical procedures, helping with firefighting, dealing with car crashes, dealing with contagious diseases, dealing with crisis situations			X	
Other – dealing with fixing and installing communication equipment for all public safety				X

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 75 pounds			X	
Up to 100 pounds		X		
Over 100 pounds		X		

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)			X	
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)		X		

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).