

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

EMS CAPTAIN

Department: Fire Rescue
Pay Grade: 420
FLSA Status: Non-Exempt
Job Class: 2055
Risk Code: 7705

JOB SUMMARY

This is a front-line operational position responsible for providing direct service and response to emergency incidents. Supervision, administrative and technical work performing and directing personnel engaged in emergency response, rescue operations, public education and other specialized fire service related functions. Positions allocated to this classification report to a battalion chief and work under general supervision.

ESSENTIAL JOB FUNCTIONS

- Respond to emergency medical incident alarms and provide care to the ill or injured.
- During the shift, responsible for directing the human and physical resources of the assigned station(s) or group in response to all assigned duties.
- Makes critical, timely decisions based on partial information to correctly allocate limited resources.
- Supervise, manage, organize, direct, conduct performance appraisals and counsel crew in order to discuss and coordinate personnel issues with Battalion Chief.
- Assist Battalion Chiefs in various administrative and special assignments, including but not limited to: the department's equipment, apparatus, stations and grounds evaluation and maintenance program, execution of the department's shift training and public education programs, development and maintenance of incident reporting system, purchasing and inventory programs, development of special programs, such as hazardous materials, technical rescue, honor guard, SWAT, or operational programs.
- Execute the goals and objectives established by the department for the assigned station and directing staff in order to achieve same.
- Responsible for recommending hiring, dismissal and disciplinary actions for station(s) or group's personnel to the Battalion Chief.
- Perform regular maintenance of apparatus, tools and equipment in order to ensure apparatus, tools and equipment are kept clean, in a serviceable order.

- Perform maintenance of stations and grounds to ensure they are kept clean, safe, stocked and regularly checked.
- Interpret policy, directives and regulations and ensures their proper application; ensure preparation and maintenance of proper records and reports.
- Plan, direct, manage and coordinate the activities of subordinate personnel in assigned station.
- Directly responsible and accountable for all aspects of a station's or a group's management including station operations, personnel, and equipment, at all times.
- Participate in the development of goals and objectives for the assigned station(s) and directing staff in order to achieve same.
- Assigned to various emergency vehicles responding to emergencies in a safe and effective manner through the ICS system.
- Responsible for the communication between station personnel and higher ranking officers.
- Observe performance of subordinate staff in order to conduct performance appraisals.
- Conduct investigations into accidents or incidents involving equipment loss, personnel, volunteers, and/or citizens in assigned station.
- Recommend personnel actions involving subordinate station staff.
- Lead and assist battalion and department training activities in drills, emergency medical, hazardous materials, or related subjects. Maintain documentation of training activities in compliance with State, Federal, OSHA NFPA and related regulations.
- Complete various reports involving station personnel, equipment, and performance.
- Communicate with the appropriate liaison and ensures all stations have adequate supplies and equipment. Coordinate equipment repairs ensuring proper state of readiness for assigned resources.
- During the 24-hour on-duty shift, responsible for directing the human and physical resources of the assigned station in response to all assigned fire and rescue emergency calls.
- Make critical, timely decisions based on partial information to correctly allocate limited resources.
- Establish command of an emergency incident using accepted incident management principles until relieved by a superior officer, evaluates situation and reports to dispatch to ensure proper fire or rescue response of personnel and equipment.
- Assist in design and implementation of departmental special projects, public safety program activities, and administrative activities as assigned.
- Attends department staff meetings and workshops and organizes and conducts regular station meetings.
- Prepare annual station(s) budget requests and communicates those requests with assigned Battalion Chief.
- Collect and analyze data and prepares reports with recommendations from data analysis.
- Make written and oral recommendations on revisions to or new standard operating guidelines, safety policies, and Medical Protocols of department
- Frequently called upon to prepare and present oral presentations to various community groups. May be managing executive for department wide functions such as developing apparatus specifications, inventory, repair and ordering of hose, etc.
- Assist in supervising or training of new recruits, volunteers, and part-time employees.

- May be assigned functions in areas other than the Operations Division. These include, but are not limited to, position descriptions such as; Training Officer, Public Education/Information Officer, Inspector, Investigator, and Instructor.
- Provide excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implement the organization's guiding principles and core values.
- Perform other related job duties as assigned.

SUPERVISION

Responsible for directly and regularly supervising work of employees and a varying staff of volunteers (up to 20), with no indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

Associates Degree in Emergency Medical Services, administration, emergency management, or a related field to be obtained within 24 months of date of promotion; with at least 5 years' experience as a cleared Marion County Fire-Rescue Paramedic, or any equivalent combination of education and experience. Must successfully complete various courses, including: Company Officer; course delivery; Courage to be Safe; SERP; and Incident Safety Officer

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment. EVOC required before operating any County owned vehicles. Successful applicants must meet all requirements for Drivers as listed in Florida Statutes 401.281.

Must possess a current State of Florida EMT or Paramedic Certification; CPR/ACLS, EVOC certification

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to explain records and procedures to others as lead worker.
- Ability to exercise judgment regarding use of equipment, tools, or materials.
- Considerable knowledge of emergency medical techniques and their applications.
- Considerable knowledge of hazardous materials and specialized rescue operations.
- Knowledge of departmental policies, operating procedures, rules and regulations, and the Collective Bargaining Agreement.
- Ability to be mentally capable of calming bereaved, angry, or emotionally distraught members of the public.
- Ability to lead teams of emergency personnel in fire combat or emergency medical/rescue situations under physically and mentally adverse conditions.
- Ability to react promptly and effectively in emergency situations.
- Ability to maintain situational awareness under extremely stressful and/or very high risk environments.
- Ability to make appropriate tactical decisions with limited data and secure safety of subordinates and public.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

Position requires standing, running, walking, sitting, kneeling, stooping, bending, lifting, squatting, pushing, pulling, crawling, ascending and descending ladders and stairs, jumping, sliding, climbing, pinching, gripping, digging, spraying, reaching over head, reaching away from body, and repetitive motion. Occasional lifting of over 100 pounds. Vision requirements are close, distance, color, and peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will regularly be exposed to:

- Conditions of potential serious harm (smoke, heat, toxic fumes, hazardous materials, heights, and similar situations) and all types of weather conditions and in extreme temperatures.
- Hazardous and adverse conditions, including but not limited to, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.

- Work may result in exposure to smoke, gases, chemicals, fumes, odors, mists and dusts, which can affect the respiratory system or skin requiring the wearing of furnished personal protective equipment (“PPE”).
- Work may result in exposure to individuals or blood carrying infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, etc. requiring the wearing of furnished PPE.
- Work may result in exposure to high noise levels requiring wearing of hearing protection.
- This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
- This position will involve periods of high physical, mental and/or emotional stress.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.