TOWN OF STEVENSVILLE

FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: EMS Captain

Department: Fire

Date: 04/25/2024

**GENERAL PURPOSE**

Supervises and directs the activities of the Fire Department EMS Division, EMS crew activities, and public EMS awareness.

**SUPERVISION RECEIVED**

Works under the general supervision of the Assistant Fire Chief or the Fire Chief.

**SUPERVISION EXERCISED**

Supervises Firefighter, Firefighter EMT, EMT, Driver/Engineer, Lieutenant, and non-EMS qualified Captains at EMS incidents. May be required to assume a·. leadership role out of their classification due to limited staffing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Supervises personnel in their assigned duties/roles as directed.

Determines methods of EMS response and actions; responds to alarms received and directs actions to be taken on EMS incidents; directs work of personnel pending arrival of qualified superior officer.

Assume the role of Incident Commander of EMS incidents when necessary for efficient and safe emergency scene operations. •

Establishes annual Ambulance/QRU budget, while overseeing purchasing of EMS supplies.

Assists Fire Chiefs, Administrative Assistants, or other assigned personnel in record keeping and management.

Supervises and performs cleaning, checking and maintenance of EMS Division equipment, supplies, and facilities. Reports deficiencies and needs to Fire Chief.

Instructs and drills Firefighter/EMT, EMT, or other EMS personnel in duties and departmental operations, use of tools, protocols, etc.

Monitors and observes departmental activities to ensure that conduct and performance conform to department standards.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Participates in department in-service training activities.

Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscal responsibility as it relates to the Department's budget and operations.

Attends monthly officer meetings and pertinent trainings.

Completes necessary incident reports when required, following direction of the Department Standard Operation Procedure (SOP).

Annually participates in a performance evaluation conducted by the Department's designee.

**PERIPHERAL DUTIES**

Perform the duties of other personnel as needed and fulfills obligations.

Assume responsibilities of Triage Officer on large-scale Mass Casualty Incidents (MCI) unless otherwise assigned by superior officer/incident commander.

Function as an Emergency Scene Incident Commander in the absence of a Chief Officer or when so directed to do so by the appropriate SOP/s or the Chief.

Operate in other Incident Management System functions as deemed necessary for incident scene management.

Routinely verify that all required apparatus checks and equipment maintenance are being performed consistent with department standards.

Attend conferences and meetings to keep abreast of current trends in the field; represents the Fire Department in a variety of local, county, state, and other meetings.

Maintain contact with general public, department officers and other local officials in the performance of fire department activities.

Promote recruiting and retention of EMS personnel.

**DESIRED MINIMUM QUALIFICATIONS**

**MCA 7-33-4107, Qualifications of Firefighters**

1. Two (2) years on SFD.
2. Hold current Montana EMT License or higher.
3. Completed minimum of 20 hours of training within the previous year.
4. Completed FEMA ICS; 100, 200, & 300.
5. Attendance of at least 10% of all SFD activity.
6. Graduation from high school or GED equivalent.

VIL Checked off to operate their primary response apparatus.

VIII. Ability to demonstrate proficiency in the operation of their primary response apparatus.

Necessary Knowledge, Skills, and Abilities

1. Considerable knowledge of modern emergency medical and rescue services principles, procedures, techniques, and equipment; working knowledge of first aid and resuscitation techniques and their application demonstrated through CPR Certification & EMS certification; working knowledge of

Applicable laws, ordinances, departmental standard operating procedures and regulations.

1. Skilled in the operation of listed tools, equipment, and apparatus.
2. Ability to train and supervise personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgement in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisions, and the public; and ability to meet the special requirements listed below.

**SPECIAL REQUIREMENTS**

1. Current EMT Certification or higher
2. Must be eighteen (18) years of age or older at time of appointment, **MCA 7-33-4107 (2)**
3. No felony convictions or disqualifying criminal histories within the past seven (7) years
4. Ability to read and write the English language
5. A valid Montana Driver’s License
6. Ability to meet SFD physical standards.

**TOOLS AND EQUIPMENT USED**

EMS & rescue equipment, standard firefighting equipment, ladders, fire apparatus, fire pumps, hoses, and other specialized tools, EMS equipment, radio, pager, personal computer, phone.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions.

While performing the duties for this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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. Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions. Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts.

Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and loud noise, hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemical, solvents and oils.

The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

**SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period as outlined in the Town of Stevensville Personnel Policy.

Appointees will also be subject to governance to all applicable Stevensville Fire Department SOPs/SOGs and policies/directives.

The examples of duties are intended only as illustrations of the various types of work 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 job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_