**Section 100 – Management & Administration**

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| Human Resources – 101 | | | |
| S.O.P # 101.19 | **Job Description – Captain** | | Page: 1 of 4 |
| EFFECTIVE: 10/14/2019 | | Authorized: Board of Directors | |
| REVISED: | |  | |

**101.19.01 Job Summary**

The Captain is a supervisory position that is directly managed by the Chief or the Assistant Chief in the Chief’s absence. Each Captain position will be appointed by the Chief. The Captain directs and assumes control of JCEMSD in the absence of the Chief or Assistant Chief.

The Captain is responsible for the operation of the District during a scheduled shift when assigned as the Duty Officer or when there is no Duty Officer present. The Captain responds to medical emergencies and supervises activities of assigned district staff. The Captain performs with limited supervision and a high degree of independence utilizing JCEMSD established protocols and directives. The Captain maintains a state of readiness of facilities and equipment utilizing inspections, testing and maintenance and is expected to promote the health and safety of the department and community through education and action. The Captain manages and delegates inspections and maintenance of equipment and ambulances.

The Captains will also be assigned a role as either the Training Officer, Logistics Officer or Personnel Officer.

The Captain performs related work as required or additional duties as assigned.

**101.19.02 Essential Job Functions**

* Assists in the oversight of daily field operations of the District.
* Insures adequate operational staffing for all regular duty shifts as well as special planned or unplanned events.
* Maintains an accurate 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 the District.
* Assists the Assistant Chief in the management of policies and procedures to ensure compliance with licensing and certification requirements for all District staff and Volunteers (CPR, ACLS, PALS, PHTLS, EMT, Paramedic).
* Attends any and all meetings associated with the Captain's position.
* Performs related work as required.
* **Training Officer**
  + Development of curriculums, as needed, preparation of lesson plans, overseeing written and practical examinations of job applicants and evaluating probationary providers in clinical settings.
  + Scheduling classes with qualified instructors, meeting the training requirements for all levels of EMS licensure.
  + Maintain department training records and perform administrative work required for re-licensure of department personnel.
  + Communicate with the department’s supervising physician in reviewing JCEMSD/ECEMS treatment protocols annually; insure staff training of any changes is provided.
  + Serves as a liaison between the District, the Medical Director and the State regulating agencies with regards to training and quality assurance.
  + Performs quarterly Case Reviews of patient care reports.
  + Manages the District’s Quality Assurance and Quality Improvement Programs as directed by the Medical Director and the Chief.
  + Facilitates training of BLS, ACLS, PALS and PHTLS.
  + Seeks and prepares grants for the financial assistance in the development and enhancement of the Department Training Program.
  + Other duties as assigned.
* **Logistics Officer**
  + Insures and maintains adequate logistical supplies required to complete the mission of the District.
  + Seeks and prepares grants for new EMS equipment.
* **Personnel Officer**
  + Helps to indoctrinate new employees.
  + Works with the Administrative Assistant in putting together the new employee’s task book and oversees new employee training.
  + Orders, issues and maintains District uniforms

**101.19.03 Knowledge and Abilities**

Knowledge of:

* Methods and procedures of managing Emergency Services.
* Laws, rules and regulations governing the operations of Emergency Medical Services.
* Current EMS Protocols.
* District geography.
* Basic and Advanced Life Support practices and procedures.
* State and local training requirements for emergency services providers.
* Thorough knowledge of the District’s Standard Operating Procedures Manual.
* Proficiency in Microsoft Office products and tools.

Ability to:

* Prepare and collaborate training schedules and databases as well as manage appropriate staff.
* Handle emergencies safely and effectively.
* Establish and maintain effective working relationships with others encountered in the work.
* Evaluate staff on a consistent and fair basis.
* Communicate effectively, understand and carry out oral and written instructions.
* Independently manage, plan, coordinate and direct the activities of multiple EMS resources at complex incidents and assignments as deemed appropriate.
* Independently manage, plan, coordinate and mitigate within discretion personnel matters in accordance with the District’s SOP’s.
* Analyze complex situations and to formulate and direct quick, effective, and reasonable course of action with regards to hazards and circumstances.
* Management and monitoring of the District’s Quality Assurance Program to ensure the District’s staff meets and maintains Basic Life Support (BLS) and Advanced Life Support (ALS) standards.

**101.19.04 Training and/or Education**

Required Qualifications (Note: Any acceptable combination of education, training and experience that provides the above knowledge, abilities and skills may be substituted on a year for year basis.)

* Associate’s degree with a major in EMS, Public, Educational, or Business Administration or equivalent. Additional years of administrative experience may be substituted for education.

**101.19.05 Experience**

Applicant must have at least five (5) years of experience within the field of Emergency Services that includes at least two (2) years of experience as a supervisor.

**101.19.06 Licenses and Certifications**

* Must have a current, valid driver’s license.
* Must have and maintain a current Oregon license as an EMT.
* Must have and maintain current certification in BLS.
* Must have either EVOC, CEVO 3 or NFPA Driver
* Incident Management Systems ICS 100, 200, 300, 400, 700 & 800.
* **Training Officer**
  + Must have NFPA Instructor 1 or DPSST Instructor certification
  + AHA BLS Instructor, ACLS Instructor (Preferred), PALS Instructor (Preferred)

**101.19.07 Physical Demands**

Acts as a Paramedic and must meet all requirements for such classification.

**101.19.08 Unusual Demands**

Employee is subject to work beyond the normal scheduled hours of work.

**101.19.09 Reports To**

Asst. Chief

**101.19.10 Supervises**

* EMRs
* EMTs
* Paramedics