

# Caroline County Government Position Description

## Fire-Rescue Captain Department of Fire-Rescue & Emergency Management

Revision Date: 2/8/2017

*The duties listed in this position description represent those where the majority of the time is spent or those that are important or critical to the function. However, additional related duties may be assigned. For successful job performance, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Knowledge, Skills and Abilities, Working Conditions, and Physical Demands, Dexterity and Sensory Requirements are representative of those that are needed or encountered when performing the essential functions of this job.*

### **GENERAL DESCRIPTION OF RESPONSIBILITIES**

Performs managerial, supervisory, administrative, and protective service work in an assigned function such as Operations or Training, as described below. Specific duties may vary from one assignment to another and some assignments may emphasize one or several groups of duties/responsibilities more than others. However, all Captains must be able to perform the essential functions described below, regardless of assignment. Incumbents are subject to rotation from one assignment to another, at the discretion of the Chief, and work under general supervision, involving the performance of complex duties within established policy guidelines. Captains are responsible for a set of assignments and are expected to set priorities, complete assignments and meet goals.

Captains serve as the on-call Staff Duty Officer and the Public Information Officer as needed. Captains are subject to contact, emergency recall and flexible scheduling, including 24-hour shifts, 12hours shifts or 8 hours shifts, as required. Captains are subject to work in any division of the department on any work schedule associated with assigned duties.

**Other Administrative Assignments** may be developed, at the department's discretion. Captains in these assignments are usually responsible for the overall management and coordination of one or more significant areas, divisions, functions, or specialized assignments.

### **ORGANIZATION/SUPERVISION**

Captains can be assigned to any division of the Department of Fire-Rescue and Emergency Management and report to the Deputy Fire-EMS Chief.

This position supervises subordinate staff as assigned, depending on function.

### **DUTIES/RESPONSIBILITIES**

#### **Essential Functions**

- Performs management work coordinating fire suppression, rescue and emergency management activities and other emergency and non-emergency operations.
- Supervises career and volunteer staff including selecting or recommending selections, training, assigning and evaluating work, counseling, disciplining, and recommending termination. Oversees the coordination of staffing, scheduling, and manpower allocations. Ensures cooperation among stations and personnel.
- When responding to an emergency incident, works under unusual pressure to quickly gather as many pertinent factors as possible depending on the type of incident, including

observations, reports from others, number/location/status of victims to be rescued, size/behavior of fire, fuel type, resources, environmental factors, building construction, and other potential hazards, in order to quickly apply professional judgment to determine the strategy and tactics needed to accomplish the incident objective.

- Continuously maintains communication with incident personnel regarding progress and conditions and stays alert for prolonged periods of time to any changes or escalating factors that require prompt identification and possible modification in strategy and tactics.
- While managing fire and other emergencies, is responsible for the supervision, performance, and safety of assigned personnel on the scene. Operates radiotelephone equipment and maintains communication with appropriate personnel. Provides verbal and non-verbal commands/directions to personnel on the scene.
- Responds to and oversees EMS related emergencies, including identifying persons requiring immediate care, providing advanced, pre-hospital medical services and transporting victims for further medical care.
- Conducts or oversees quality assurance (Q.A.) program for field providers in order to improve and maintain the quality of EMS care. Conducts Q.A. investigations as necessary to determine if protocols were followed appropriately; discusses actions and findings with appropriate persons, ensuring appropriate patient confidentiality; compiles and completes appropriate reports.
- Ensures that EMS activities at the local level meet the rules, regulations and standards set forth by the Virginia Department of Health, Office of EMS.
- Oversees the maintenance and repair of fire, rescue and EMS apparatus and equipment to ensure readiness and proper and safe operation. Makes recommendations for replacements as required.
- Identifies training needs. Plans, and oversees technical and professional training and education for emergency response personnel, and others, including development of training curriculum materials, and presentations.
- Performs or oversees administrative functions in assigned area(s) such as maintaining records, composing reports and recommendations, preparing budgets, controlling expenditures, and maintaining records.
- Plans, organizes, coordinates and directs the development and implementation of projects, procedures, reports, and directives. Evaluates programs, the performance of personnel, and the achievement of goals and objectives. Supports the mission of the department. Regularly communicates with the Deputy Chief and staff regarding the most proficient and prudent delivery of services and use of available resources.
- Stays abreast of County and department policy changes and current issues of interest to the Fire and EMS community including, but not limited to changes in laws, patient care, and other topics of concern. Attends training programs on fire and emergency medical services related topics and techniques to maintain and enhance skills and abilities; reviews and studies current literature; maintains all appropriate certifications.
- In the event of an emergency or disaster, assists in coordination of emergency management. Assumes command of emergency situations in the absence of the Coordinator or Deputy Coordinator, to include evacuation, citizen assistance, media relations and related activities.

- Conducts planning for emergency and disaster procedures; researches and performs studies to identify and determine area layout, geography, demography, and any peculiarities which need to be considered; maintains and updates information including maps, plans, emergency personnel rosters, and resource documents.
- Performs all duties associated with a Firefighter EMT or Firefighter-Medic position, depending on level of certification for emergency medical services. (See position description for Firefighter EMT or Firefighter-Medic.)
- Responsibilities include supervising and coordinating all fire suppression, rescue and emergency medical services, and other related emergency and non-emergency activities for career personnel in the department
- Responds to and assumes command of emergency scenes, directs responder activity, as needed, and regularly engages in fire suppression, fire prevention, and EMS patient care. Works directly with all appropriate Operational Medical Directors to ensure that EMS activities at the local level meet the rules, regulations, and standards set forth by the Virginia Department of Health, Office of EMS. Assists in the research, planning, and coordination of emergency management, as needed; handles emergency situations in the absence of the Coordinator or Deputy Coordinator
- Responsible for supervising and overseeing the Training and Logistics Divisions and any other divisions or functions as assigned. Coordinates and manages the department's training/educational requirements and records, equipment needed for service, and fleet maintenance. Assists with the recruitment and hiring of new personnel, maintains on-going communication and policy generation with regional partner agencies, and ensures the maintenance and upkeep of training equipment. Responsible for establishing minimum requirements for an Occupational Safety and Health Program for emergency and non-emergency operations, and continually assessing the safety and health aspects of risk management throughout all departmental operations.

**Other Duties:**

- Oversees or manages employees assigned to conduct fire prevention inspections and plan for fire and other emergency operations.
- Assists the public by overseeing safety related services, tours, public presentations or events to promote safety consciousness; oversees or inspects public facilities for safety related problems.
- Participates in administrative and technical assignments, special projects, and committees as assigned.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES**

- **Fire Suppression and Emergency Medical Services** – Comprehensive knowledge of modern management philosophies and methods as applied to local fire suppression, rescue, emergency medical services and emergency management. Comprehensive knowledge of modern fire administration requirements, programs and activities, including research and analysis methodologies. Thorough knowledge of the operation and maintenance of various Fire and EMS apparatus and equipment.
- **Management** – Comprehensive knowledge of supervisory practices and techniques.
- **Policies/Procedures/Laws** – Comprehensive knowledge of County and department policies and procedures and applicable ordinances and State laws relating to Fire and EMS.
- **Budgeting** – Thorough knowledge of modern budgeting practices and techniques.

- **Communication** – Ability to communicate information and ideas clearly, concisely, and effectively, both orally and in writing. Ability to understand, follow, and carryout verbal, non-verbal, and written instructions. Ability to read, comprehend and apply information contained in a variety of written materials such as professional literature, laws and regulations, technical manuals and maps. Ability to accurately and effectively write complex reports and other documents relating to both Fire and EMS, using appropriate grammar, spelling, and sentence structure. Ability to maintain accurate records. Ability to appropriately maintain high-level confidential and sensitive information.
- **Interpersonal Skills** – Ability to establish and maintain effective working relationships with career and volunteer staff, County officials, outside agencies, and the general public.
- **Mathematical** – Ability to appropriately use mathematics involving the practical application of fractions, percentages, ratios, proportions, geometric construction, algebraic solutions of equations and inequalities.
- **Training** – Ability to effectively develop, deliver and evaluate training. Ability to participate in training and comprehend and apply new concepts and job-related skills.
- **Physical Demands** – Physical strength and ability to perform the essential functions of the position. (See “Working Conditions” and “Physical Demands, Dexterity and Sensory Requirements” stated below.)
- **Safety** – Ability to perform job safely in accordance with departmental safety procedures and to wear SCBA and fire protective ensemble while performing firefighting tasks, and other personal protective equipment as required for maintaining a safe environment when caring for patients. Ability to drive safely under emergency conditions.
- **Maintenance** – Ability to make minor repairs to apparatus and equipment.
- **Reasoning/Critical Thinking/Decision Making** – Ability to continuously provide attention to details. Ability to exercise sound judgment in emergency and other situations and to stay mentally alert for prolonged periods of time under unusual pressure. Ability to collect data, solve abstract problems, and perform work involving the application of principles of logical thinking. Ability to apply the principles and practices of a wide range of administrative or technical methods and make sound decisions in the solution of administrative or technical problems. Ability to interpret and apply extensive understanding of operating policies and procedures to solve complex problems. Ability to make sound decisions affecting subordinates, patients, the public and other organizational members.
- **Leadership/Supervision** – Ability to demonstrate strong leadership and supervisory skills. Ability to plan, organize, assign, instruct, and coordinate the work of others. Ability to train, orient, counsel, evaluate and discipline employees.
- **Coordination of Work/Establishing Systems** – Ability to organize own work, set priorities and meet deadlines. Ability to establish and implement effective programs and procedures in a variety of areas, including administration, management, fire suppression, EMS, emergency management, employee and community relations, and staff development.
- **Office Systems** – Ability to operate modern office equipment including computer equipment and software programs, and to enter information into a computer with sufficient speed and accuracy to perform the work.

### **MINIMUM EDUCATION, EXPERIENCE AND TRAINING**

One year full-time experience with Caroline County Fire-Rescue and any combination of education and experience equivalent to 30 credits from an accredited institution and any combination of Fire-Rescue experience equivalent to five years' full-time experience.

Must possess at all times a valid, Virginia driver's license and have an acceptable driving record.

Must currently possess and maintain certification in the following:

- Basic Cardiac Life Support (Health Care Provider CPR)
- Emergency Vehicle Operation Course (EVOC) Class III
- Virginia Emergency Medical Technician – Basic
  - *Some reduction of base salary*

- Virginia Department of Fire Programs Firefighter II
- Virginia Department of Fire Programs Hazardous Materials Operations
- Virginia Department of Fire Programs Instructor I or EMS Education Coordinator
- Virginia Department of Fire Programs Officer 1
- Basic Pump Operator or Driver Pump Operator
- Rural Water Supply
- Incident Command System (ICS) 100, 200, 700, 800
- Incident Safety Officer

The following must be attained and maintained within 1 year in assigned job:

- Virginia Department of Fire Programs Officer II
- Technical Rescue Awareness Module 1

Preferred Certification as

- Virginia Emergency Medical Technician – Intermediate or Paramedic
- Advanced Cardiac Life Support (ACLS)
- Pediatric Advanced Life Support (PALS) or equivalent
- Pre-hospital Trauma Life Support (PHTLS) or equivalent

### **ADDITIONAL REQUIREMENTS**

After an offer of employment has been made but prior to appointment, individuals must successfully complete a medical examination, drug screening, and background investigation. Additional medical examinations may be administered to employees periodically, in accordance with policy.

Medical examinations are consistent with position requirements. They are designed to reveal any medical condition that might put the person at increased risk to self or others as a result of certain exposures or activities, and to exhibit freedom from any physical, emotional or mental condition which adversely affects the performance of essential job duties with reasonable accommodation.

### **OTHER CONDITIONS**

- Fair Labor Standards Act (FLSA) Non-Exempt
- Essential Employee
- 12-Month probationary employee

### **WORKING CONDITIONS**

The following working conditions are frequently encountered:

Office setting	Communicable diseases
Field setting	Blood, bloodborne pathogens & other body fluids
Driving	Time pressures
Extreme temperatures	Unpredictable work during a shift
Adverse weather	Stressful emergency situations
Wet/humid conditions	Frequent change of tasks
Bright light	Fast pace of work
Darkness or dim/poor light	Responding to calls day and night
Allergens	Overtime
High background noise	Physical danger and abuse
Vibration	Working while fatigued
Slippery, steep, or uneven surfaces	Tedious or exacting work
Traumatic and other disagreeable situations	Noisy/distracting environment

Traffic/road hazards	Possibility of safety risks
Subject to dehydration	Working independently
Hunger or irregular meals	Working closely with others as part of a team
Limited or disrupted sleep	Performing multiple tasks simultaneously
Wearing self-contained breathing apparatus and personal protective gear while performing emergency operations.	

The following working conditions are occasionally encountered:

Hazardous materials	Smoke, burning materials and airborne particles
Fumes/gasses/noxious odors	Mechanical, chemical, and electrical hazards
Falling objects	Explosives
Animals/wildlife/insects/snakes/ticks	Moving machinery
Confined spaces	Work in high or precarious places

### **PHYSICAL DEMANDS/DEXTERITY AND SENSORY REQUIREMENTS**

The following demands/requirements are frequently performed. (Required job activities are only examples of the type of activities for which the demand is needed and are not all inclusive.)

<b><u>DEMAND/ REQUIREMENT</u></b>	<b><u>REQUIRED JOB ACTIVITY</u></b>
Standing	Required for most duties in the station and everyday fire, rescue, and EMS operations. Examples include inspecting, cleaning and maintaining vehicles, apparatus and equipment; observing conditions and determining strategy/tactics on an emergency scene; listening/talking to others; giving directions/instructions; and patient assessment/care.
Walking	Required for most duties in the station and everyday fire, rescue, and EMS operations. Examples include inspecting and cleaning vehicles/apparatus/equipment; moving equipment; and moving to and from various locations at incident scenes and in the station.
Sitting	Required for driving vehicles to/from scene, performing administrative work such as writing reports, maintaining records, and reading correspondence and other publications.
Bending/Stooping/ Kneeling/Crouching	Required for many fire, rescue and EMS operations such as patient care and transportation; some fire suppression activities such as to gain access to victims, areas or materials during search and rescue, hooking up hoselines, moving equipment and supplies; and daily maintenance around the station.
Carrying	Required in the station and for many fire, rescue and EMS operations, such as carrying medical equipment, stretchers, patients or victims, power or hand tools and equipment, ladders, and hoselines.
Gripping	Required for many fire, rescue, and EMS operations such as lifting stretchers, using a variety of power and hand tools and equipment; hoselines, gripping a steering wheel.
Pushing/Pulling/ Prying and Exerting Force	Required for everyday fire, rescue, and EMS operations such as gaining access in buildings and vehicles by using an axe or other tools, or forcing doors/windows; moving obstructions; using tools and equipment to ventilate areas; moving victims/patients, rolling/unrolling hose; or clearing areas or moving building contents during salvage and overhaul operations.
Twisting/Turning	Required to treat victims/patients at scene and in ambulance; to gain access to victims; to perform search and rescue; hose deployment; forcible entry; to clean and inspect vehicles.

Dragging	Required to move victims or obstructions during search and rescue, to drag hoselines to appropriate position, to clear areas of debris or move building contents during salvage and overhaul operations.
Climbing	Climbing is required for steps, ladders, and embankments, and to access vehicles/apparatus for maintenance or to access equipment.
Quick Movements	Required for everyday fire, rescue, and EMS operations; there are many urgent situations where personnel must be aware of surroundings and move/react quickly to changing situations, such as for victim rescue, patient care, fire containment, and to retreat from hazards.
Stretching, Reaching, and Working Above Shoulders	Required to gain access to equipment on apparatus; to access ceilings, attics or windows; load hose; pick up equipment; for extrications and rescues; moving patients; working from ladders; and daily maintenance in the station.
Lifting	Lifting is required for hand/power tools, hoses, ladders and other equipment, and victims/patients. Regularly lifts 10 - 50 pounds in full turnout gear that weighs approximately 50 pounds. Many times, lifting is required while climbing stairs or walking to carry victims, hose, hand tools, etc. Occasionally, up to a maximum of 200 pounds may be lifted, but usually, the weight may be dragged or the 2-person lifting technique may be used.
Touching/Feeling	Used for numerous EMS and fire operations such as feeling for heat behind a wall/door or floor, performing search and rescue to locate victims, or checking victim/patient conditions.
Dexterity in the use of fingers/hands	Required for most fire, rescue, and EMS duties, such as putting on turnout gear, holding/using tools and equipment; patient care, maintenance around the station; and using the computer.
Writing (handwriting/use of computer)	Required for preparing/completing incident or patient reports and memos, maintaining records, and participating in training and independent study.
Seeing/Reading (distances, up-close/small print; peripheral and night vision; and color, depth and texture perception)	Required for many fire suppression, EMS and rescue activities, such as visualization for walking, driving, recognizing hazards, assessing patients' medical signs and symptoms, administering appropriate treatment such as reading medication levels, reports, patient history/medical records, maps, signs/placards, apparatus gauges/control panels, memos, written policies or directives, training materials and independent study; sizing-up the fireground, or in identifying/accessing/rescuing victims.
Hearing	Required for almost all responsibilities such as driving, radio and telephone communications, patient care (such as listening to breathing); to communicate with patients, hospital staff, co-workers, and the public; to understand commands and to exchange information at the emergency scene.
Speaking	Needed for everyday fire, rescue, and EMS operations, such as radio/telephone communications; communicating with patients, hospital staff, co-workers and the public; exchanging information or giving directions/instructions at the emergency scene and in the station.
Sense of Smell	Required to detect smoke and the presence of various hazardous materials; needed for patient care to identify the presence of certain conditions.
Use of foot controls	Needed for driving and operating apparatus/equipment.
Wearing special gear/protective devices	Requires SCBA (self-contained breathing apparatus) and turnout gear (approximately 50 pounds combined--includes mask, tank, coat, boots, pants, hood, gloves and helmet) on calls for everyday fire suppression-related calls while exerting energy without benefit of warm-up (see exertion of energy below) and while lifting tools/equipment/victims and performing most other demands and requirements above. Surgical gloves are required for patient care.
Exertion of Energy	Frequently, <u>excessive</u> exertion is required without benefit of warm-up upon

	arrival at the emergency scene. (Excessive exertion includes excessive changes in heart rate, breathing rate and overall feeling of fatigue.) On average, these periods usually last from 15 minutes to 45 minutes. After the emergency scene is somewhat under control there may be periods of <u>moderate</u> exertion (with some excessive exertion possibly being involved) lasting another 10 - 30 minutes.
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The following demands/requirements are occasionally performed.

Running	Required to retreat from hazardous conditions in emergency situations.
Crawling	Required to access victims/patients; for extrication operations; to crawl through attics or crawlspaces, or under obstacles, hazards, or heat/smoke layer; and to inspect vehicles, apparatus and equipment.
Jumping	Required to jump a ditch or other barrier to access/retreat from a situation.

*Captain*