

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 702

EMS CAPTAIN

GENERAL

Responsible supervisory work directing all EMS related activities on a twenty-four (24) hour shift. Work is performed under the general supervision of the EMS Division Chief

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Act as the sole supervisory authority under the direct command of the EMS Division Chief, and in conjunction with the Medical Director.

Maintain EMS quality control activities for their respective shift.

Coordinate the tracking and disbursement of all drugs and controlled substances for the shift.

Perform initial investigations of EMS complaints and recommend action to the EMS Division Chief.

Act as hospital liaison in the absence of the EMS Division Chief.

Track disbursement of and repairs to issued EMS equipment in conjunction with the Materials Handling Specialist.

Respond to all EMS incidents as directed by the EMS Division Chief.

Recommend budgetary purchases to the EMS Division Chief.

Recommend training topics for inclusion in annual EMT and Paramedic recertification training program.

Review protocols with Paramedics and EMT's within the system and perform other quality control duties as required.

Monitor disbursement patterns of expendable supplies in coordination with the Materials Handling Specialist.

Prepare research data as required.

Will coordinate the review and completion of EMS run reports on a daily basis.

Will deliver new or revised EMS policies to all shift personnel and insure compliance.

Coordinate tasks as directed at the scene of fires or other incidents as required by the Battalion Chief.

Participate in special projects as required.

Perform other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of, and skill in, the operation and maintenance of the various types of apparatus and equipment used in firefighting activities, together with ability to supervise the effective use of such equipment and apparatus. Knowledge of first aid principles and methods, and skill in their application. Knowledge of fire prevention methods and of City ordinances on Fire Prevention. Ability to learn and remember the locations of fire hydrants and streets. Ability to lead effectively and maintain discipline. Ability to exercise sound judgment, to promote harmony, and to cooperate with other officers. Ability to prepare clear and concise reports. Ability to communicate effectively in oral and written form. Ability to interact effectively with the Public.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma, preferably supplemented by advanced level course work in modern methods of firefighting, fire control and Company Officer Training. Must be a State of Florida Certified Paramedic. An Associates Degree in EMS or Bachelors Degree in Public Management, or Fire Science is desired. Extensive experience as a Paramedic for a fire department. Must possess or be able to obtain EVOC Emergency Vehicle Operator's Course certification. Must possess a valid State of Florida Class "D" operator's license with "E" endorsement or higher.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with the public and other employees through the use of the telephone, radio or other electronic device, personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Must be ready to respond to an emergency situation in which walking, running, climbing, reaching, bending, lifting, pushing and pulling 100 lbs. or more is required and the ability to respond quickly. The noise level in this environment is usually quiet, but may be loud in rescue situations.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate (Class D) driver's license and an acceptable driving record. State Certified Firefighter, EMT or paramedic. EVOC, CPR or ACLS, HAZMAT, 1st Responder instructional techniques for company officers, fire codes and prevention.

Rev. 1/01

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.