



Captain Job Description

Approved: *Director Dennis J. Parget*

Date: 7/03/2017

Summary

In addition to functioning as a Paramedic (exercising full control of and responsibility to render appropriate patient care and operating EMS units in Jefferson County), the Captain serves as a front line supervisor managing day to day operations during his/her shift, serves as the station commander, and directs the activities of the Lieutenants across all shifts.

Supervision Received and Exercised

The Captain reports to and is directed by the Deputy Director. The Captain operates with minimal direct supervision from senior staff and, therefore, must be able to work independently, make critical decisions, and manage his/her time effectively.

The Captain supervises and provides direction to the Paramedic/Firefighters and EMT/Firefighters on-duty during his/her shift in both emergency incident and non-emergency activities and provides direction to the Lieutenants across all shifts, assigning collateral duties and prioritizing non-incident work.

Pre-Requisite Qualifications

- To be eligible for initial or continued appointment to the position of Captain one must:
- Meet all qualification requirements for the position of Paramedic in accordance with JCESA Administrative Policy #1850 (Paramedic Job Description) and have been appointed to the position of Paramedic, full-time, for not less than three years.
- Meet all qualification requirements for the position of Lieutenant in accordance with JCESA Administrative Policy #1860
- Have successfully completed the following courses:
 - Firefighter II (WV, ProBoard, or accepted equivalent)
 - Fire Officer I (WV, ProBoard, or IFSAC)
 - Incident Safety Officer (WV, ProBoard, or FDSOA)

Desired Qualifications

- All *Conditional Qualifications* (listed in the next section)
- Fire Officer II
- NIMS 400
- NFPA Instructor I & II
- EMS/Fire supervisory experience
- College coursework (please include number of credit hours and/or degree(s) awarded)
- Driver Pump Operator



- Military service

Candidates possessing any of these should submit documentation when submitting a written letter of interest during a promotional announcement period.

Conditional Qualifications

In addition to the pre-requisite qualifications required for appointment, the Captain must meet the following requirements within the specified time after appointment. Failure to meet these requirements in the time specified will result in demotion or dismissal, at the discretion of the Director.

- The Captain must obtain the following training/certifications within 1 year of appointment:
 - Health & Safety Officer (WV, ProBoard, or equivalent)
 - NIMS 300
 - Community Safety Educators (NFA Q0118)
 - Public Information Officer Awareness (FEMA EMI IS-29)
- The Captain must obtain the following training/certifications within 2 years of appointment:
 - NIMS 400
 - Cleared by the JCESA Medical Director as an RSI Paramedic in Jefferson County

Responsibilities

The responsibilities of the Captain include:

- All responsibilities of a paramedic as outlined in JCESA Administrative Policy #1850 (Paramedic Job Description)
- Direct and supervise field personnel in both emergency and non-emergency situations
- Conduct site visits to ensure employee compliance with all policies and procedures
- Initiate disciplinary action in accordance with JCESA Administrative Policy #1210 (Disciplinary Action) including the issue of verbal warnings and written reprimands.
- Complete performance evaluations of assigned employees
- Manage staffing exceptions as per the Director's orders. The hiring of backfill and the cause of backfill shifts are a responsibility that directly impacts the JCESA budget. The JCESA shift officer will follow policies and procedures to hold all employees accountable for their leave to ensure they are utilizing leave in a responsible manner.
- Coordinate incident response in complex situations
- Assign, prioritize, and oversee collateral duties, which are established and broadly defined by the Deputy Director, to the Lieutenants. Examples of these duties include,



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but are not limited to; Community Outreach, Training, Supply Procurement, Health & Safety, etc.

- Assign, prioritize, and oversee non-emergency administrative functions to EMT/Firefighters and Paramedic/Firefighters
- Other duties as assigned
- Abide by the West Virginia State Fire Prevention Unit Policy.

Additional Position Attributes:

- **Status:** Non-Exempt
- **Compensation:** Upon appointment, the Captain having been promoted from the position of Lieutenant will receive a 5% increase to their base hourly rate as a Lieutenant. If the Captain is promoted directly from the position of Paramedic to Captain, s/he will receive the increase associated with promotion from Paramedic to Lieutenant and the increase from Lieutenant to Captain (base + 5% + 5%.) In the event that the Captain returns to the position of Lieutenant or Paramedic, whether voluntarily or involuntarily, the increase(s) associated with promotion will be reversed on the effective date of the position change.
- **Location and Hours of Work:** The Captain will be assigned to Station 11. Hours and days of work will vary. Scheduled hours and shift parameters are subject to change at any time for any reason at the discretion of the Director(s.)

