City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	**EMS Captain**
DEPARTMENT	**Fire**
UNION:	**106**
SG:	**32**
CS:	**Promotional**
FLSA:	**Y**
EE04CODE:	**PR**

NATURE OF WORK:

Positions in the Emergency Medical Services (EMS) Captain classification perform oversight and coordination of EMS program components and supervision of Department personnel in both emergent and non-emergent situations. They assist the Medical Services Officer (MSO) in the development and administration of programs such as quality control, training of new paramedics, inventory control and procurement, and ongoing training of personnel who deliver pre-hospital emergency medical care. Positions in the Fire EMS classification assist the MSO in ensuring adherence to Whatcom Medic One and City of Bellingham policies and operating procedures, as well as local, regional, state, and federal laws and regulations governing the provision of emergency medical services.

DISTINGUISHING CHARACTERISTICS:

EMS Captain positions are distinguished from Firefighter/Paramedic positions by the responsibility for oversight of program components and supervision of Department personnel. An extensive knowledge of EMS protocols; Department policies, procedures and programs; and the responsibility for the supervision and direction of personnel is required. Individuals in this classification may be responsible for planning, organizing, and implementing a variety of projects and programs. This classification is distinguished from the Fire Captain classification by its primary responsibility for and coordination of EMS activities rather than daily supervision of fire company activities.

SUPERVISORY RELATIONSHIPS:

Reports to the Medical Services Officer and on-duty Operations Battalion Chief. Supervises assigned personnel. Works closely and coordinates with Fire and other EMS Captains and has frequent contact with all EMS agencies.

ESSENTIAL FUNCTIONS:

1. Assists with the development, administration, and delivery of EMS services. Coordinates with EMS provider agencies, law enforcement, health care and state agencies and institutions. Represents the Department at a variety of community meetings regarding pre-hospital emergency medical care.

2. Assumes command and directs activities of personnel at the scene of an emergency until relieved by a superior officer or command is transferred.

3. Assists the MSO in the coordination of the Department's paramedic training program, including the training of new paramedics and the ongoing training of certified paramedics and other personnel.

4. Evaluates the field performance of Department EMS personnel to ensure compliance with Department policies, medical protocols and standards. Recommends corrective action and resolves problems. Initiates disciplinary action when necessary.

5. Evaluates and makes recommendations for changes to improve the quality of EMS programs and services. Works to ensure that program objectives are met.

6. Participates in the development, administration and delivery of EMS and public information/education programs.

7. Monitors the quality and appropriateness of patient care and documents the effectiveness of protocols, policies, and procedures. Recommends changes in protocols and standards to the MSO and Medical Director.

8. Provides coordination and liaison between Whatcom Medic One and area hospitals, area fire departments, and other pre-hospital EMS agencies.

9. Works to enhance EMS skills and remains informed of changes in pre-hospital emergency medical technology and practices.

10. Develops training materials and keeps training records on assigned personnel.

11. Manages EMS equipment and supplies. Recommends and purchases equipment, books, and materials for EMS purposes.

12. Works closely with Fire Captains, operations Battalion Chiefs, and the Training Division, scheduling personnel for training, addressing performance problems and ensuring that ambulances maintain a complete inventory of supplies.

13. Performs the duties of Firefighter as required.

ADDITIONAL WORK PERFORMED:

1. Performs other related work as assigned, including EMS and fire responses while on duty.

2. May be required to temporarily act in the higher classification of Medical Services Officer.

3. Assists with the development of the annual Fire Department and Medic One budgets.

KNOWLEDGE AND SKILLS:

- Demonstrates thorough knowledge of the EMS system in Whatcom County, including Basic Life Support (BLS) and Advanced Life Support (ALS) medical protocols, Departmental operating procedures and incident command.
- Demonstrates knowledge of principles and practices of pre-hospital medicine at both the EMT-B and EMT-P level.
- Excellent knowledge and skills in paramedicine.
- Excellent oral communication skills to present effective training to groups on paramedicine and the Fire Department's paramedic program.
- Excellent written communication skills for writing reports and developing training materials.
- Good management skills including leadership, supervisory skills, problem analysis, decision making, planning, organizing and time management.
- Excellent interpersonal skills to work effectively with members of the Department, health care professionals, and the public.
- Demonstrated flexibility and adaptability to meet the needs of changing circumstances.
- Working knowledge of City and County geography.
- Skill in using a personal computer for basic word processing, data management, and spreadsheet work.
- Working knowledge of the operation and maintenance of the various types of Fire and EMS equipment used by the Fire Department.
- Ability to maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform job, including:
    - Carry hose bundle of approximately 50 pounds and don personal protection and firefighting equipment weighing approximately 70 pounds to the scene of an emergency (sometimes to upper floors of businesses, apartments and hotels).
    - Lay and operate hose lines (160 pounds per 50 feet of hose with 100 pounds of nozzle pressure).
    - Stabilize and lift patients with backboard and cot.
    - Carry, place and extend ladders in training and in emergencies.
    - Operate power equipment such as a chain saw, portable generator, hydraulic jaws, smoke ejector, etc.
    - Set up and operate master streams and aerial ladder pipes.
    - While wearing protective clothing, performs heavy labor such as chopping, shoveling, moving furniture, equipment and merchandise.

WORKING ENVIRONMENT:

The work environment may involve shift work and off-duty recall for major emergencies, including weekends and holidays, in a paramilitary organization. Work is performed in a variety of settings including offices, fire stations, emergency scenes, and emergency response vehicles. The environment ranges from a normal/ routine to the emergency setting with unusual modes of communication, extreme noise, discomfort and hazard. The emergency environment may require the management/ performance of hazardous tasks under conditions that require strenuous exertion with limited visibility, exposure to hazardous or toxic chemicals and gases,

extremes in temperature, cramped surroundings, exposed heights, or activities in and around water. It may also involve working with citizens experiencing a wide range of emotions (rage, grief, confusion, etc.) as a result of an emergency. May be exposed to infectious diseases, which require the use of protective equipment, and exposure to the elements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Five years of experience as a paramedic, at least three of which must be with the Bellingham Fire Department. Current certification as a paramedic with the Bellingham Fire Department.
- Ninety or more college credits in education, public health administration, or related field preferred.
- Teaching experience in emergency medical services at the paramedic level preferred.
- Previous experience managing large, on-going projects preferred.
- Successful completion of Bellingham Fire Department Officer Academy or Washington State Fire Officer II certification.

NECESSARY SPECIAL REQUIREMENT:

- Must maintain professional certificates and affiliations as determined by the Department.

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REVIEWED BY: _____
Bill Boyd, Fire Chief

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