

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : EMS Captain
Department: Emergency Services
Revised : April 2014

Class : Paraprofessional
FLSA : Non-exempt

This job description supersedes any prior description for the EMS Captain classification.

GENERAL DESCRIPTION

Skilled work in assisting the EMS Battalion Chief in supervising an assigned shift of Emergency Medical Technicians and Paramedics, which includes rescuing the sick and injured and providing emergency medical care and transportation. Employees must possess the ability to rapidly assess situations and intercede on behalf of the patient when necessary. Considerable tact, courtesy, and firmness are required with frequent contact with the general public. Work is performed under general supervision of an EMS Battalion Chief and is evaluated based upon verbal and written performance reports on employees trained, through observation, and periodic conferences.

Since EMS personnel are required to render medical care to all patients regardless of the patient's race, sex, or medical history, it is a "business necessity" that EMS Captains exhibit a history and characteristic of honesty, reliability, integrity, and with prejudices. Employees are frequently placed in a position of physical and mental stress.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Responds to emergency and non-emergency calls as other crew members; administers necessary emergency medical care.

Provides a secondary level of supervision in conjunction with or in the absence of the EMS Battalion Chief; assumes Battalion Chiefs' responsibilities in their absence; participates in the recruitment and selection of new employees.

Uses a personal computer to document patient records and encounters, incident reports, and other related forms.

Ensures compliance with County and departmental policies and procedures.

Assists with arranging coverage for shift employee leave requests.

Assists in training new employees and directs remediation of an assigned employee demonstrating best practices in pre-hospital care.

Answers questions and solves operational problems for other crews.

Assists Battalion Chief with equipment inventory, record keeping, vehicle maintenance, field audits, uniforms, and special projects.

Performs daily chart audits, reviewing all calls, and makes recommendations for future changes.

Performs the duties of a certified Paramedic as required.

Job Title: EMS Captain

Page : 2

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of emergency medical service regulations, policies, and operating procedures.

Thorough knowledge of equipment and supplies used in the emergency care of patients and victims of accidents.

Considerable knowledge of the geography of the County and the location of roads and streets.

Considerable knowledge of emergency medical procedures and techniques.

Knowledge of how to prepare ambulance call reports and other reports using appropriate grammar, medical terminology and abbreviations, and ability to write legibly.

Knowledge of how to read EKG screens, blood pressure gauges, and medical documents.

Knowledge of how to gather information from patients and bystanders through interviews, observation, physical assessment, and use of a blood pressure cuff, stethoscope, thermometer, and cardiac monitor.

Working knowledge of radio communication equipment and related records.

Skill in operating medical equipment properly, cardiac monitors, I.V. equipment, oxygen equipment, and immobilization devices in emergency and non-emergency situations.

Skill in performing medical functions at accidents, emergencies and disasters by administering basic and advanced medical care to include but not limited to vital signs, hemorrhage control, airway management, CPR, immobilization of possible fractures, oxygen therapy, use of medications, and EKG interpretation.

Ability to train, supervise, and guide the work of others.

Ability to operate a personal computer and related software and to type with accuracy.

Ability to effectively communicate with other health care workers and the public, including minors, by giving information and directions, mediating disputes, and advising of patient assessment and County policies.

Ability to inspect and treat unclothed patients including body cavities and wounds with exposure to body fluids, wastes, and possible encounter with deceased persons.

Ability to effectively restrain patients, forcibly if necessary, using humane restraints and maneuvers to minimize injury to patients and co-workers.

Ability to exercise independent judgment in determining the appropriate emergency medical treatment of a patient or a group of patients according to existing protocols and standards of care.

Ability to safely operate an ambulance or other emergency vehicle for long periods of time during both day and night, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice, and snow in emergency situations involving speeds in excess of posted limits.

Job Title: EMS Captain

Page : 3

Ability to communicate effectively and coherently with the 9-1-1 emergency center, other EMS units, public service agencies, and the public using existing communications equipment (or systems).

Ability to endure verbal abuse when confronted with the hostile views and opinions of patients, family members, and bystanders in antagonistic environments.

Ability to read and comprehend maps.

Ability to maintain effective working relationships with other emergency service agencies, government officials, the general public, and other employees.

PHYSICAL REQUIREMENTS

Work may include sitting, walking, running, bending, stooping, and lifting weights in excess of 150 lbs with assistance. Work includes both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle.

NOTE: Must be able to perform all of the above functions unassisted if required by emergency situations at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility, and strength. Employee must have physical ability to engage in functions in confined areas that include such things as performing patient care in wrecked automobiles, small rooms, narrow spaces between machinery or furniture and lifting, dragging, and carrying patients. Employee must be able to perform medical care and other duties which may require lifting, carrying patients over uneven surfaces, climbing up to and down from elevated surfaces, climbing through openings, and carrying equipment and patients down steps. Employee must possess sufficient dexterity to operate switches, levers and buttons, to insert I.V. catheters and oral airways, draw medications, and inventory small items.

EXPOSURE CONTROL

Work is likely to cause direct contact with blood or other body fluids to which universal precautions apply. Personal protective equipment is available and must be worn.

MINIMUM EXPERIENCE AND TRAINING

High school diploma or GED equivalency, a certification as a Paramedic by the North Carolina Office of Emergency Medical Services, two years of experience as a Paramedic, NIMS compliance with current standards as outlined in local compliance document, and a valid driver's license. An Associate degree, supervisory experience, and National Registry of Emergency Medical Technicians Paramedic credential are preferred.

**This job description does not create an employment contract,
implied or otherwise.**