

## FIRE CAPTAIN / PARAMEDIC

### General Statement of Duties

Performs difficult public safety and supervisory responsibilities in the activities in the fire station on an assigned shift; supervises and participates in paramedic work.

### Distinguishing Features of the Class

An employee in this class supervises and participates in the operations of fire suppression, education, prevention, emergency medical, rescue, and other emergency response on an assigned shift. The employee supervises staff and the maintenance of station apparatus, equipment, and facilities, and completes fire reports. Each Captain is assigned special duties that entail coordinating various projects for the department requiring coordination of paid and volunteer staff. Work requires that the employee stay abreast of state-of-the-art fire, hazardous materials, paramedic, and rescue procedures, techniques, and equipment and requires the employee to incorporate the necessary changes into in-service training. Considerable independence, judgment, and ability to make effective decisions under pressure is required in all aspects of work, particularly in directing staff in incident response. The employee is subject to the hazards associated with incident response work including working in inside and outside environments, working at heights, in extreme hot and cold temperatures, loud noise, vibration, moving parts, electrical current, high heat, chemicals, fumes, odors, dusts, gases, poor ventilation, oils, wearing respirators, and working in close quarters. Employees are also subject to the final OSHA standards on bloodborne pathogens. Work is performed under general supervision and is evaluated through observation, conferences, and written reports concerning the quality and effectiveness of incident response.

### Duties and Responsibilities

#### Essential Duties and Tasks

Supervises fire, rescue and emergency medical personnel assigned to station on the shift insuring effective utilization of staff, and maintenance of equipment and facilities; inspects personnel, station, and equipment for proper appearance and condition.

Responds to major alarms and directs incidence response operations as required or until arrival of the incident commander; responds to fire, accident, rescue, emergency medical and other emergency conditions; takes command as necessary in incident response.

Prepares reports on incidents and response; prepares and maintains records of pre-incident plans.

Supervises and participates in maintaining equipment in good operating condition; assigns, supervises, and participates in routine maintenance tasks related to equipment, stations, and grounds; oversees and/or participates in hose, pumper and hydrant inspections and maintenance.

Performs employee training, performance coaching and evaluation and participates in hiring process.

Coordinates and/or participates in fire prevention and education programming; provides tours and information to the public.

Supervises and participates in a variety of rescue operations and in-service training including high angle, swift water, and confined space rescue.

Participates in identifying needs for budget preparation.

May serve as departmental training administrator responsible for maintaining and tracking training records and certifications, in-house training schedule for paid and volunteer staff, and scheduling for other training.

May be assigned responsibility for purchasing, inventory and maintaining necessary stock of emergency medical equipment and supplies.

May be assigned responsibility for equipping trucks with all necessary supplies and materials and insuring maintenance and readiness of all apparatus and equipment including coordination of pumper, hose and hydrant testing.

May be assigned responsibility for fire prevention and education programming including planning for Fire Prevention Week.

May be assigned responsibility for assisting with the hiring and orientation of department staff.

#### Additional Job Duties

Performs related duties as required.

#### Recruitment and Selection Guidelines

##### Knowledges, Skills, and Abilities

Thorough knowledge of modern methods of combating fires, incidence response, and of the use and maintenance of related equipment.

Considerable knowledge of advanced lift support methods and principles and of the protocols approved by the County medical director.

Thorough knowledge of departmental rules and regulations.

Thorough knowledge of the physical layout of the Town and related facilities.

Working knowledge of the application of information technology to the work of the position.

Working knowledge of modern and effective supervisory principles and practices including motivations, communications, safety, leadership, and performance coaching and evaluation.

Working knowledge of the organization's budgeting, purchasing and personnel policies and procedures.

Ability to plan, organize, and implement various departmental programs successfully such as fire education, fire safety inspections, staff training, fire prevention, equipment testing, or other assigned programs.

Ability provide leadership and inspire calm control while supervising emergency incident scenes.

Ability to maintain effective working relationships with employees and members of the public.

Ability to make sound judgments in emergency situations.

##### Physical Requirements

Must be able to physically perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, lifting, grasping, feeling, talking, and hearing.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Must possess visual acuity to size up the volume and extent of fire involvement in structures, to operate heavy fire apparatus in emergency situations, and to prepare records and reports.

##### Desirable Education and Experience

Graduation from a community college with a degree in fire science or related field supplemented by advanced courses and seminars in fire service and emergency medical service; and considerable experience of an increasingly responsible nature in the fire service; or an equivalent combination of experience and education.

##### Special Requirements

Possession of a valid class B North Carolina driver's license.

Possession of NC Firefighter II certificate.

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Possession of North Carolina EMT- Paramedic certification.  
Possession of North Carolina Fire Officer level I.  
Possession of Driver/Operator Pumps certification.

Atlantic Beach  
2006

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a complete job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.