Evansdale Fire Rescue
Position Description

Emergency Medical Service Paramedic Captain – Full-time

Description Number: EMT17
Effective Date: 02/25/2020

This document shall supersede all previous versions of this document.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements to the job change.

General Description
Under the direction of the Fire Chief, plan, coordinate and conduct training for EMS employees and maintain related records and reports; complete quality assessments to patient care reports and critique performances by other EMS personnel, to respond to emergency medical calls, providing medical assistance at the paramedic level, and to perform other related work as required. The Emergency Medical Service EMS Captain will work within a general outline of work to be performed, and develops work methods and sequences under general supervision to provide staff development and training functions in the department.

This is an administrative position responsible for the development, organization and implementation of a continuous training program related to the fire department EMS section. Work is reviewed by observation of effectiveness of work performed and by adequacy of completed reports.

Supervision Exercised
This position shall have authority in the area of EMS incidents and training under the Department chain-of-command.

Supervision Received
Works under the general direction of the Fire Chief in accordance with the Evansdale Fire Rescue chain of command structure.

Illustrative Examples of Duties

1. Coordinates training programs by coordinating locations and schedules, providing registration, managing tuition assistance program, maintaining contact with outside training facilities, preparing lesson plans, and organizing materials and classroom furniture.
2. Maintains training records by preparing files and memos, reviewing, evaluating and updating employee training records, and preparing reports.
3. Ensures the annual completion of minimum training standards by department members and that members are complying with the minimum continuing education requirements as set by the State of Iowa.

4. Knowledgeable and maintains awareness of changes related to requirements imposed by federal and state laws regarding training related activities, such as retention of training records, mandatory training, etc.

5. Expand their knowledge of current training standards and methods by maintaining certifications and licensure, and attending training offered by others.

6. Coordinates and ensures adequate training is offered to new recruits to ensure they are able safely operate and deliver effective service when they are placed into line positions.

7. Coordinates and ensures adequate continuing training is offered to current department members to ensure they are able safely operate and deliver effective service.

8. Develops training programs by planning and designing the training outline, conducting research, and reviewing and evaluating training materials.

9. Selects and develops teaching aids such as training handbooks, demonstration models, multimedia visual aids, reference works and other related aids as needed.

10. Contact and work with outside groups, schools or agencies to develop or provide training and training materials.

11. Function as liaison between the department and regulatory agencies.

12. Recognize and respond to members’ training needs, while being particularly sensitive to the barriers to participation. This would include the ability to maintain a supportive training environment that encourages participation.

13. Communicate clearly in a variety of situations (including at meetings, in the training room and on a one-to-one basis). This would include well-developed verbal and listening skills.

14. Communicate to department members training opportunities available to them.

15. Use a variety of teaching methods (including participative student-centered methods and more formal lecturing methods) and equipment. Maintains competency in current operational procedures and keeps abreast of current trends in training techniques and methods.

16. Conducts training needs analyses by evaluating incident reports, performance records and other means and recommends short and long term training goals for the department.

17. Evaluates training content, delivery, reception, results and instructional methods; makes recommendations for improvement.

18. Write in clear, concise and fluent English in a variety of forms (including reports, training materials, handouts and letters) and be able to present information in a user-friendly style.

19. Reviews and makes recommendations on training program requirements, examination components, and special training programs.

20. Assists with development and implementation of department training policies and procedures to assure performance standards and quality assurance are met.

21. Completes assigned projects and duties in a safe and timely manner.
22. Completes daily inspections of Fire Department Ambulances and equipment and corrects deficiencies.

23. Completes “station duties”, including but not limited to building maintenance, cleaning and upkeep of the Community Response Center (i.e., mowing, cleaning, snow removal, etc.).

Essential Tasks

1. The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary. (Those duties include but not limited to, station maintenance including custodial duties, mowing and snow removal as needed).

2. Plans, coordinates and conducts training for EMS employees, including training for EMT recertification as well as safety, emergency driving and special operations training.

3. Collaborates with instructors from other agencies to provide training; arranges for professional guest speakers.

4. Conducts skills performance evaluations of current employees.

5. Monitors patient care reports and activities; consults medical control physician as appropriate; notes deficiencies in of care and conducts remedial training of employees as needed.


7. Accurately documents all training activities and prepare related reports; maintains employee certification/credentials records.

8. Procures, maintains, cleans and repairs EMS training supplies and equipment.

9. Responds to emergency calls, providing paramedic level, advanced life support and emergency care to the sick and injured; requests additional resources for the control of incidents as required; ensures safety at the scene; assists with extrication and other rescue procedures as necessary.

10. Participates in public education/community relation efforts and events as required.

11. Receives and responds to public inquiries, complaints and requests for assistance in areas of responsibility.

12. Performs general administrative/clerical work as required, including but not limited to preparing reports and correspondence, works with City personnel and collection agency preparing and reconciling ambulance collection reports utilizing Excel spreadsheets, copying and filing documents, entering and retrieving computer data, answering the telephone, etc.

13. Keeps abreast of new technology, methods and regulations for emergency medical assistance operations and training; attends meetings, training and continuing education classes as required and/or appropriate to enhance job knowledge and skills and maintain certifications.

14. Assists the City of Evansdale Building Inspection with Fire and Safety inspections of properties as required.

15. Works a schedule as established by the Fire Chief including on-call time and time at the station or in direct relation to the assignment.
Selection Factors

1. Ability to read, interprets, apply, and explain rules, regulations, policies, and procedures.
2. Ability to convey ideas, information, and communicate effectively both orally and in writing.
3. Skill in reading and interpreting codes, plans, specifications, and determine non-compliance, work when submitted.
4. Ability to establish and maintain effective, courteous, and tactful working relationships with the general public, department personnel, and city officials.
5. Ability to exercise sound judgment in evaluating situations and in making decisions.
6. Ability to effectively give and receive verbal and written instructions.
7. Ability to meet and maintain departmental physical requirements and safely operate a motor vehicle as evidence by a good driving record. (Must have required operator’s license and acceptable to City of Evansdale Insurance Carrier).

Minimum Qualifications

1. Must be at least 18 years of age
2. U.S. Citizen
3. Must complete required coursework and maintain minimum of Iowa-EMT Paramedic (I-99) (must obtain Iowa/NREMT Paramedic certification, licensure, and Prehospital Trauma Life Support (PHTLS) or equivalent within six months after employment), Basic Cardiac Life Support, Advanced Cardiac Life Support (ACLS) certification, Pediatric Advanced Life Support (PALS) certifications, and any other certifications deemed necessary by department head, Hazardous Materials Operations Level (within 6 months of employment), NIMS 700, 100 and 200 (within 90 days of employment).
4. Additional specialized course work and training in Emergency Medicine and instruction desirable.
5. Must have current valid Iowa State chauffer’s license at time of employment.
6. Thorough knowledge of Emergency Medical Service methods, apparatus and equipment and the ability to operate same.
7. Knowledge of:
   a. Training methods and the ability to instruct others;
   b. City of Evansdale Personnel policy, Evansdale Fire Rescue Department policies and procedures and state rules governing Emergency Medical Services.
8. Possess motivational skills pertinent to department personnel.
9. Five years’ experience at a Paramedic level preferred but not required.
10. Experience and education in instruction and personnel management preferred but not required.
Americans With Disabilities Act Requirements

*Physical and Dexterity Requirements*  
Requires heavy work that involves frequently lifting, pushing or raising objects, exerting between 50 and 75 pounds of force on a recurring basis and over 100 pounds of force on a frequent basis.

*Environmental Hazards*  
The job may risk exposure to extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, airborne particles, animals/wildlife, traffic hazards, moving machinery, electrical shock, heights, disease/pathogens, toxic/caustic chemicals, violence.

*Sensory Requirements*  
The job requires normal visual acuity, depth perception and field of vision, hearing and speaking ability, color perception, odor perception, and texture perception.

*Tools and Equipment Used*  
Various codes and standards related to Emergency Medical Services in the State of Iowa, telephones, cell phone, calculator, copy machine, drafting tools, camera, gas sniffer, two-way radios, fire department vehicles, self-contained breathing apparatus, half-mask respirators, small hand tools, personal computer including word processing, Excel, and specialized software programs for training activities.

*Work Environment*  
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Work is performed primarily in office, vehicles, and outdoor settings. This includes all weather conditions and temperature extremes; also, work may be performed during day and night times.
- Work will also be performed in emergent and very stressful conditions.
- At times employee is exposed to loud noises and hazards associated with fire investigations, testing alarm systems, and construction sites. Exposures may include smoke, noxious odors, fumes, toxic and/or caustic chemicals, airborne particles, and possible risk of electrical shock or falling objects.
- Employee may work near moving objects, in high, precarious places or crawl under low overheads. Work may also be in confined areas, high or low.
- The noise level in the work environment varies from usually quiet in office settings to loud at emergency scenes and construction sites and extremely loud during fire alarm testing.
- The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.