

**City of Grass Valley
JOB DESCRIPTION**



ADMINISTRATIVE EMS FIRE CAPTAIN

Department: Fire Department

FSLA Status: Non-exempt

Reports To: Battalion Chief, Fire Chief

Unit: 8 / Classified Full-Time position

Adopted: 9/16/03

Revised: November 2020

SUMMARY OF JOB PURPOSE

The Administrative EMS Fire Captain, under direction, coordinates and maintains an effective emergency medical services (EMS) program for the City's Fire Department, including pre-hospital care that delivers excellence in patient care; monitors EMS and operational field performance; works closely with department personnel to provide in-house medical control, training and quality improvement programs through positive professional interaction; participates in and directs assigned personnel in emergency responses, develops and administers EMS training activities, including working with employees to correct deficiencies and implementing disciplinary procedures. Assists Prevention with vegetation management. The normal work schedule will be a 40-hour schedule.

Applicants must pass a medical examination to verify the ability to physically perform all required duties.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by the Battalion Chief, Assistant Chief, or Fire Chief and under the provisions of a Joint Operations Agreement may be supervised by supervisors from other signatory agencies the fire Captain directly supervises subordinates assigned to the fire company, shift and under the provisions of a Joint Operations Agreement may supervise personnel other signatory agencies

ESSENTIAL FUNCTIONS (includes but is not limited to listed tasks)

The Administrative EMS Fire Captain receives direction from higher level supervisory and management staff in the supervision of a fire company including activities involving fire suppression, hazardous material mitigation, emergency medical services, fire prevention and inspection, and other emergencies.

Following are essential functions performed by the Administrative EMS Fire Captain:

1. Assist the EMS Medical Director in the development, implementation, operation, administration and evaluation of the EMS programs, policies, procedures, and activities
2. Maintain the City of Grass Valley Fire Department CE Program

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3. EMS training program: Plan and distribute the Quarterly EMS trainings including the BLS optional skills, ALS, and LALS Infrequent skills, and oversee the City of Grass Valley Fire Department CPR certification Program
 4. Initiates and maintains a Quality Assurance/Quality Improvement program and monitors the outcomes to facilitate operational changes and focus future training priorities
 5. Coordinate educational training with Sierra Nevada Hospital for Fire personnel
 6. Perform CQI of all Optional BLS, LALS, and ALS skills
 7. Provide remedial education/training for personnel as needed
 8. Assist with investigating personnel issues regarding S-SV policy and procedures violations
 9. Provides direction and oversight of the medical controlled substance inventory; ensures the controlled substance program complies with federal regulatory requirements
 10. Works with vendors for EMS equipment and supplies as needed; develops plans for major EMS equipment purchases; and manages inventory and/or accountability of EMS equipment and supplies
 11. Provides clinical and operational support and oversight as it relates to medical response and treatment
 12. Responds to large scale and high-profile fire and EMS incidents and serves as Medical Group Supervisor
 13. Attend/facilitate required monthly CQI review with the Medical Director
 14. Attend the monthly Regional Emergency Medical Advisory Committee meetings at S-SV
 15. Complete required annual EMSQIP update to S-SV
 16. Complete the Annual BLS Optional Skills report for S-SV
 17. Distribute semi-annual S-SV policy and protocol updates to all personnel
 18. Coordinate the required participation in the S-SV EMS data collection program
 19. Coordinate Skills testing for the Paramedic, AEMT, and EMT recertification of personnel
 20. Assist Prevention with vegetation management in the City of Grass Valley
 21. Staff fire apparatus in extreme drawdown situations
 22. Other duties as assigned by the Fire Chief
 23. Interpret and enforce provisions of fire prevention codes and fire safety laws and standards and ordinances
 24. Perform routine safety evaluations of new and existing buildings, structures, and installations requiring fire clearances; identify fire hazards; recommend corrective actions and perform follow up inspections as necessary.
 25. Perform wildland/urban interface and other vegetation management evaluations and inspection.
 26. Prepare corrective mitigation letters as necessary.

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QUALIFICATIONS

To perform this job successfully, a person must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

1. Incident Command System
2. Modern principles of strategic and tactical firefighting operations and processes
3. Rules, regulations and operational procedures of the City of Grass Valley and the Grass Valley Fire Department
4. Knowledge of Sierra-Sacramento Valley EMS Agency (S-SV) and California Emergency Medical Services Authority (CAEMSA) Policies and Procedures
5. Principles and practices of supervision and management of personnel
6. Principles and practices of modern hazardous materials response
7. Principles and practices of Emergency Medical Care and management
8. Advanced life support, first aid, rescue, and related equipment and practices
9. Principles of hydraulics and chemistry as applied to firefighting
10. Operation and basic maintenance of fire and rescue apparatus and equipment
11. Principles and practices of modern Fire Prevention, Public Education and Safety
12. Modern office practices, methods, and procedures

Skills In:

1. Modern all risk emergency incident operations
2. Management practices
3. Inner personal relationship building
4. Team building
5. Cooperating with multiple agencies including State and Federal Fire Agencies, Law Enforcement and Emergency Medical Services Agencies

Ability to:

1. Supervise personnel and equipment under emergency conditions

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2. Assess emergency incidents, set priorities, implement an action plan, and request needed resources following the best practices of the fire service while under potentially adverse and stressful conditions
3. Supervise/lead personnel in fire ground operations
4. Supervise/lead personnel in Emergency Medical Services
5. Develop and implement training programs and evaluate skills
5. Read maps, pre fire plans, and other related fire service documents

EDUCATION AND EXPERIENCE

1. Minimum 18 years of age
2. Completion of the 12th grade with Diploma or General Education Degree
3. Five years of full-time paid firefighting experience including 3 years with the testing agency (probation included)
4. 2 years as an Engineer with testing agency (probation included), or 3 years combined as an Acting Engineer and/or Engineer with testing agency. Placement on a current promotional eligibility list if not currently employed as an Engineer

CERTIFICATES, LICENSES, REGISTRATIONS

1. California State Firefighter 1 certificate or equivalent as recognized by the California State Fire Marshal
2. Emergency Medical Technician Paramedic (EMT-P) License in California (or ability to obtain prior to appointment). EMT-P certification is a condition of employment. Obtain S-SV accreditation within one (1) year of employment.
3. Current CPR, ACLS, and PALS certification. CPR and PALS certification is a condition of employment.
4. Valid Driver's License for operations of fire apparatus. Driver's License for fire apparatus must be maintained valid as a condition of employment
5. ICS-300
6. Low Angle Rope Rescue Operations (LARRO)

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7. Applicants must have completed course work for Company Officer by time of application. The Company Officer Task book must be completed within one (1) year of promotional date. Task book completion is a condition of probation

LANGUAGE SKILLS

Ability to read, write and communicate in English at a level required for successful job performance

MATHEMATICAL SKILLS

Ability to use and understand basic mathematical concepts such as: adding, Subtracting, multiplying, dividing, simple fractions and percentages.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, orally or in diagram form; analyze and resolve problems involving circumstances and or events using standardized methods or procedures

PHYSICAL DEMANDS

Person must pass a medical examination to verify the ability to physically perform all required duties

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties

Must be able to perform manual tasks and have the ability to lift 100 pounds, also perform those physical activities required for the execution of essential functions, including but not limited to, regular sitting, walking, standing, performing repetitive motions with hands and wrists such as regular keyboarding

The employee must be able to work in confined spaces for extended periods of time in all climate and weather conditions. Also, have the ability to perform normal communications, including in person, two-way radio or on the telephone

WORKING ENVIROMENT

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May require exposure to physical hazards such as fumes, chemical and bodily fluids;

May require working in adverse environmental conditions such as inclement weather, extreme temperature, dust, noise, dim lighting, confined spaces, and other conditions that may arise while performing essential functions;

May require the ability to wear an air supply / purifying respirator

BACKGROUND

Candidates offered employment may be required to successfully pass a background investigation that may include psychological examination, polygraph examination and in depth background investigation.

GENERAL

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: _____

Signature: _____

Date: _____

This job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER