CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Medic One Operations Captain**	**UNION:106**
		SG:32
CLASS TITLE:	**EMS Captain**	**CS:P**
		FLSA:Y
DEPARTMENT:	**Fire**	**EEO4CODE:PR**

JOB SUMMARY:

The Medic One Operations Captain assists the Medical Services Officer (MSO) in the development and administration of the Department's emergency medical quality control and medical education programs. The person in this position supervises Department personnel in the delivery of emergency medical services and manages Medic One equipment and supplies needs. Works closely and coordinates with Fire and EMS Captains, Battalion Chiefs and requires frequent contact with all first response EMS agencies in the County. The person in this position may also assist with or be assigned to other positions within the EMS Captain classification.

SUPERVISORY RELATIONSHIP:

Reports directly to the Medical Services Officer and on-duty Operations Battalion Chief. Directly supervises Department personnel assigned to county medic unit stations, and all other Department personnel who deliver emergency medical services and works closely with Fire and other EMS Captains to coordinate these services and activities.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Reviews all Medical Incident Reports (MIRS) on a daily basis for written compliance with medical protocols and Whatcom Medic One performance standards. Makes comments as necessary, with follow up provided to the paramedic, fire district, Medical Director and MSO as appropriate.
2. Monitors personnel for their compliance with emergency medical standards. Conducts or participates in medical performance evaluations of EMT (Emergency Medical Technician) and paramedic staff. Initiates disciplinary action when necessary.
3. Provides feedback to all first response agencies on their field performance or other issues as necessary.
4. Coordinates with the Medical Director and MSO to provide paramedic continuing education classes.
5. Recommends subject material to be incorporated into the Department's initial paramedic training and continuing education classes.
6. Coordinates the volunteer outreach program, assisting in program development and delivery.
7. Responsible for medical equipment and supplies management. Recommends and purchases needed equipment. Develops EMS apparatus and equipment specifications.
8. Ensures that equipment is maintained in a state of good repair.
9. Coordinates countywide EMS equipment exchange program.
10. Coordinates with Fire Captains and on-duty Operations Battalion Chiefs to ensure that personnel assigned to the ambulances maintain a complete inventory of medical supplies,

that inventory is accounted for, and vehicle repair needs are identified and rectified in a timely fashion.

11. Assists in the development, implementation and delivery of EMS public education and awareness programs.
12. Receives and responds to citizen complaints. Takes appropriate corrective action.
13. Responds to emergency medical incidents as needed to support the incident, evaluate the performance on on-scene personnel, or as a back up medic response.
14. Ensures complete and accurate training and continuing education records are maintained for all paramedics.

ADDITIONAL WORK PERFORMED:

1. Performs related duties within the scope of the EMS Captain classification.

KNOWLEDGE AND SKILLS:

- Demonstrates thorough knowledge of the EMS system in Whatcom County, including Basic Life Support (BLS) and Advanced Life Support (ALS) medical protocol, Departmental operating procedures and incident command.
- Demonstrates knowledge of principles and practices of pre-hospital medicine at both the EMT 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.
- 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.
- Working knowledge of the operation and maintenance of the various types of Fire and EMS equipment used by the Fire Department.

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.

NECESSARY SPECIAL REQUIREMENTS:

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

PREPARED BY: Mike Leigh
D. Hammers
S. Mahaffey
2/92

REVIEWED BY: _____
Mike Leigh, Fire Chief

REVISED BY: D. Hammers
S. Mahaffey
9/01

COMMISSION ALLOCATION: _____