



Resolution:

Job Title: Fire Captain EMS Manager

Department/Division: Fire/Operations

Reports To: Fire Battalion Chief Training Officer

Direct Reports:

Salary Class/Salary Grade: Classified/Grade 25

Employment Status/FLSA: Full-time Regular/Non-exempt

GENERAL DESCRIPTION:

The purpose of this position is to lead and oversee the management of the city's ambulance service in addition to a fire company in preparing for and responding to fire, rescue, and disaster calls in order to protect life and property; oversees operations of an assigned Firehouse.

ESSENTIAL JOB DUTIES:

1. Supervise, train, direct, and evaluate direct reports; address employee concerns and problems.
2. QA/QI of all EMS incidents and transport documentation.
3. Serve as the contact and consultation for the contracted billing agency.
4. Design and deliver training for EMS delivery.
5. Inventory and dispersal of EMS Drugs, Fluids, and supplies.
6. Serve as direct contact with the departments Medical Director.
7. Liaison with hospital staff.
8. Liaison with neighboring departments.
9. Responds to all major Incidents both Fire and EMS.
10. Serve as directed by the Incident Commander with the Incident Management System
11. Serve as Incident Commander.
12. Monitors all data associated with EMS delivery and transport and prepares reports to document the same.
13. Prepares short- and long-range plans for the delivery of EMS programs.
14. Prepares and administers EMS associated budgets.
15. Assumes any additional assignments directed by the Fire Chief.
16. Directs and oversees daily activities of the station/company; assists in scheduling and coordinating staffing; disseminates information and special orders to subordinates; provides essential information to relieving company officer and/or other personnel needed to ensure continuation of ongoing duties, tasks, and responsibilities.

17. Serves as Incident Commander, directing personnel, units, and other agencies on emergency scenes, until relieved by a higher ranking officer or until the scene is mitigated.
18. Responds to emergency calls involving fires, medical, hazardous materials, vehicle accidents, and emergency situations.
19. Provides or assists with emergency medical care as a first responder, E.M.T, or paramedic, as licensed/certified.
20. Assists in fire suppression activities including fire combat, containment, and extinguishment of fires; evacuates individuals; lays and connects water hoses; holds nozzles and water streams; operates pumps; raises and climbs ladders; uses forcible entry; takes necessary safety precautions.
21. Performs search and rescue operations including, but not limited to, extrication of individuals from structures or vehicles, search for possible drowning victims, and/or search and rescue of fallen victims in high angle rescue situations.
22. Monitors and communicates effectively and coherently over radio channels; exchanges information with dispatchers, medical professionals, and other department employees.
23. Attends meetings, seminars, and training sessions to learn and practice firefighting and ems techniques and to promote improved performance.
24. Ensures apparatus and equipment is operational, safe, and properly maintained; directs and reviews maintenance, repair, and inspection activities of all companies assigned to the Firehouse.
25. Oversees and directs purchase of all supplies needed for day to day operations for assigned Firehouse.
26. Prepares budget requests for the assigned Firehouse; monitors fiscal activities and prepares reports as needed.
27. Contact and coordinate outside vendors, contractors, or companies on repair, replacement, or maintenance of apparatus, equipment, appliances, or any other items relating to the assigned Firehouse.
28. Maintains records regarding maintenance, repairs, and inventory of assigned Firehouse.
29. Addresses concerns and/or conflicts between different companies at the assigned Firehouse.
30. Drive, operate, and maintain vehicles, apparatus, and equipment; perform routine inspections, make repairs, and check inventories.
31. Participates in health-related fitness programs in accordance with National Fire Protection Association (NFPA) standards.
32. Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.
33. Tests and maintains fire hydrants.
34. Provides a variety of community outreach activities, including, but not limited to, promoting and teaching fire prevention and safety; conducting station tours; performing fire drills; testing and installing smoke detectors; and installing child car seats with proper certification.
35. Composes and prepares forms, logs, requests, records, reports, correspondence, and documents associated with daily responsibilities of this position.
36. Performs general housekeeping, cleaning, grounds maintenance, and station maintenance duties.
37. Coordinates activities with ambulances, hospitals, police department, other fire departments, and/or Water Board as needed; provides mutual assistance and aid to surrounding jurisdictions in emergency situations.
38. Prepares and conducts training for employees in firefighting and emergency service best practices, current research, protocols, etc.; mentors new hires and firefighters as appropriate.
39. Serves on committees and special project teams as assigned.
40. Assumes the duties of Battalion Chief as needed.

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of applicable federal, state, and local laws and ordinances, particularly as they relate to firefighting and ems activities.
- Knowledge of City of Alabaster rules, policies, and procedures
- Knowledge of Fire Department rules, policies and procedures
- Knowledge of firefighting practices and techniques including search and rescue operations
- Knowledge of emergency medical techniques and protocols
- Knowledge of City geography and ability to navigate streets within the city limits
- Skill in the use and care of apparatus, pumps, hoses, radios and other fire equipment
- Skill in providing proper first aid and medical treatment
- Ability to lead, direct, and supervise subordinates
- Ability to follow verbal and written instructions
- Ability to work on a team
- Ability to maintain composure in stressful situations
- Ability to analyze situations quickly and objectively and to determine proper courses of action to be taken
- Ability to maintain confidential information
- Ability to establish and maintain effective working relationships with co-workers, supervisors, and the public
- Ability to work a rotating 24-hour shift including weekends and holidays
- Ability to perform strenuous physical work for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke

MINIMUM QUALIFICATIONS:

High School Diploma or GED; a minimum of two (2) years' experience in the position of Fire Lieutenant with the Department and or equivalent experience at an outside agency. Must possess and maintain a valid Alabama driver's license.

Must be certified as a Firefighter by the Alabama Fire College and Personnel Standards Commission and possess an active EMT-Paramedic license from the Alabama Department of Public Health.

Must possess the following certifications: Health and Safety Officer and Public Information Officer.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical activities required for this position involve:

Frequent sitting, standing, walking, reaching with hands and arms, talking, hearing, smelling; occasional running,

climbing or balancing, stooping, kneeling, crouching, and crawling.

This position requires lifting:

Up to 25 pounds frequently; up to 50 pounds occasionally; up to 100 pounds occasionally.

This position has the following special vision requirements:

Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL WORKING CONDITIONS:

The following physical conditions and hazards may be encountered while working in this position:

Extreme heat and cold, moving mechanical parts, fumes, odors, toxic chemicals, infectious diseases, risk of electric shock and vibration, and loud noise.

I certify that this job description is a true reflection of the major responsibilities, requirements, and duties of this position.

Immediate Supervisor

Date

Department Head

Date

I have read this job description and understand the major responsibilities, requirements, and duties of this position. I understand the duties listed in this description are not all-inclusive and there may be other duties assigned to me.

Employee

Date
