



Captain – Fire and EMS Training Fire & EMS

FIRE-EMS/8 - 778

JOB SUMMARY

This position is responsible for coordinating fire and EMS education programs, including initial cadet training and professional development and for assuring compliance with Georgia Division of Public Health, National Registry of EMTs, Georgia Fire Academy and Georgia Firefighter Standards and Training Council guidelines.

MAJOR DUTIES

1. Develops and administers training programs to instruct new cadets, incumbent, and reserve personnel.
2. Documents training to assure proficiency and regulatory compliance; submits monthly and quarterly training reports.
3. Assists with policy development; interprets policy and establishes methods and procedures.
4. Develops and maintains budgets for training, equipment, and supplies for fire and EMS training.
5. Administers training programs for apparatus operator, NPQ evaluator, NPQ FF 1 & 2, NPQ Pumper & Aerial Apparatus operator, Instructor 1,2,3, BCLS instructor, NPQ Hazardous Material Awareness Instructor, core competencies for station personnel, and physical agility test for incumbent employees and candidates for employment.
6. Administers Initial EMT and Advanced EMT training in accordance with state and national certification and education requirements.
7. Oversees state and national certification exams for EMT and Advanced EMT.
8. Plans and delivers continuing education for all levels of personnel in accordance with national, state, and professional requirements.
9. Manages annual core competency evaluations; reviews clinical skills performance in both laboratory and field clinical settings; coordinates utilization review and related risk management activities involving EMS.
10. Assists in the development and implementation of departmental Standard Operating Procedures for Training; assists in the development of departmental training goals and objectives.
11. Responds to emergency scenes to provide supervisory and command functions until relieved by a superior.
12. Serves as Incident Safety Officer, Accountability Officer and Reserve Unit Evaluator at fire or emergency calls.
13. Performs special projects to assist the department with goals and objectives.
14. Operates medical equipment and administers medication to injured or sick persons on-site and in transit to appropriate medical facility as authorized, such as parenteral medication, intravenous fluid therapy, endotracheal airway tubes, defibrillation equipment, electrocardiogram monitoring and recording equipment; transports injured or sick persons to appropriate medical facility
15. Coordinates outside agency requests to use the department's training facility.
16. Develops long range goals and methodologies for training/evaluation.
17. Performs duties as Firefighter and Paramedic as required.
18. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Substantial knowledge of current fire suppression and firefighting techniques.
2. Knowledge of Paramedic and Critical Care advanced emergency medical and life support procedures, techniques and equipment.
3. Knowledge of national, state and local EMS training standards and requirements.
4. Knowledge of county and department policies and procedures.
5. Knowledge firefighter training standards and requirements.
6. Knowledge of management and supervisory principles and practices.
7. Skill in the development and implementation of training programs.
8. Skill in supervising and participating in the response to emergency scenes.
9. Skill in the operation of job related vehicles, equipment, and tools.
10. Skill in planning, directing, and supervising the work of subordinate personnel.

11. Comprehensive knowledge of the geography of Fayette Co. and surrounding areas.
12. Substantial knowledge of current fire records systems, communications equipment and use of fire computer applications and reporting procedures.
13. Ability to understand and follow oral/ written policies, procedures, and instructions.
14. Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
15. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
16. Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
17. Ability to maintain confidentiality.

SUPERVISORY CONTROLS

The Division Chief – Fire & EMS Administration assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include NFPA standards, State, Federal and local guidelines along with BCLS and AHA regulations. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory, administrative, and training duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to coordinate the department's training programs. Success in this position contributes to well-trained department personnel.

CONTACTS

- Contacts are typically with co-workers, other fire department personnel, law enforcement personnel, representatives of state and federal agencies, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is performed while intermittently sitting, standing, bending, crouching, climbing stairs, stooping all while dressed in work uniform or wearing PPE and could be carrying additional equipment. The employee occasionally lifts light and heavy objects including medical patients, climbs ladders up to 100+ feet in height, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office, stockroom, outdoors, and at the scene of emergency incidents. The employee may be exposed to fire, smoke, noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases or pathogens, irritating chemicals, and occasional hot, cold, or inclement weather. The work requires the use of personal protective equipment (PPE) such as non-air supplied respirator/masks, goggles, gloves, and all protective clothing associated with Fire and EMS operations. This position is subject to recall and may require duties performed outside of normal business hours.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Lieutenant - Fire & EMS Training (2).

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class B) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia

Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to an Associate's degree from an accredited college in the field of Fire Science, EMS Technology, or other related course of study. A Bachelor's Degree is preferred.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, and a minimum of five years experience with a recognized career fire department. Two years experience as a Lieutenant with Fayette County Fire & EMS. Years of experience can run concurrently.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- Meet current requirements set forth by the National Fire Protection Association as a Firefighter 2, Pumper Operator, Aerial Operator, Fire Instructor 2, Fire Officer 2, NPQ Evaluator, NPQ Safety Officer and meet the Georgia Firefighter Standards and Training Act.
- Certification as a Paramedic from the National Registry of EMTs and licensure as a paramedic from the Georgia Department of Human Resources.
- Instructor status in Defensive Driving Course and/or Emergency Vehicle Operation Certification.
- State EMS certification at the level of EMT Instructor Level I; BCLS Instructor, ACLS Instructor, PALS Instructor, AMLS Instructor, PHTLS Instructor, EPC Instructor, GEMS Instructor. Time frame to obtain certifications determined at the time of appointment.
- NPQ certification at the level of Fire Instructor 3. Time frame to obtain certifications determined at the time of appointment.
- Georgia EMS Instructor Level III, NPQ Instructor Level II, Fire Officer Level II, Emergency Vehicle Operator – Instructor, Georgia – Paramedic, National Registry of EMTs – Paramedic, NAEMT – Instructor, American Heart Association – Training Center Faculty.