

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>EMS/Fire Captain</b>
<b>Class Code Number</b>	<b>8130</b>
<b>FLSA Designation</b>	<b>Non-Exempt</b>
<b>Pay Grade and Range</b>	<b>32</b>
<b>Effective Date</b>	<b>07-01-2014</b>

### General Statement of Duties

Supervises the emergency medical services and responds to emergency calls in the City and Borough of Sitka and serves in the Command Structure; performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to oversee all emergency medical services (EMS) within the Fire Department and Serve as an Officer with the rank of Captain. The work is performed under the direct supervision of the Fire Chief but extensive leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Fire Department as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with Fire\_Department members, other Department and City employees, State and Federal officials, business and community organizations and the public. The principal duties of this class are performed in a work environment in which the employee is subject to potential personal danger.

### Examples of Essential Work (Illustrative Only)

- Plans, organizes, supports and directs EMS within the City and Borough of Sitka under the authority of State of Alaska guidelines, City and Borough of Sitka ordinances and the Fire Department Fire Chief and Medical Director;
- Uses the National Incident Management System (NIMS) to manage emergency incidents
- Performs at all levels of incident management on emergency incidents;
- Coordinates training, maintains training records and makes recertification advisory to all EMS trained personnel;
- Coordinates the training and operations of the EMS division with the Captains of other divisions;
- Evaluates and coordinates the emergency medical duties of all department personnel;
- Responsible for the inspection and inventory of the EMS division apparatus and stand-by equipment including stocking and ordering of supplies.
- Responds to emergency incidents as Basic and Advanced Life Support provider as needed;

- Remains current on emergency medical and safety practices and procedures and makes recommendations on changes to Standard Operating Guidelines, EMS operational procedures and Medical Standing Orders;
- Maintains up to date on current Healthcare Information Portability and Accountability Act (HIPAA) and manages and monitors patient healthcare information transfer for the City and Borough of Sitka as the HIPAA compliance officer for the city;
- Corresponds directly with the city attorney for questions on HIPAA compliance issues;
- Coordinates the activities of EMS division officers to facilitate the management of the EMS division;
- Serves in a support/medical capacity as needed until proper medical personnel are available at the participating medical facility;
- Performs data collection, analysis and reporting for internal use or for dissemination to outside agencies or the public;
- Coordinates education and training for all EMS trained personnel, including EMT classes, ACLS, PALS, BTLs and refresher courses as needed;
- Coordinates continuing medical education scheduling and delivery for all department personnel;
- Maintains a current inventory for all medical supplies and ensures timeliness of delivery of replacement supplies and medications;
- Serves as an in-house counselor for stress management and related mental health issues involved in emergency services along with other department Captains;
- Serves as a medical resource for other City and Borough departments, including blood borne pathogens, medical safety, equipment and related issues;
- Coordinates and plans for EMS coverage of community events involving large crowds and potential for injury as directed;
- Serves as a incident commander under the Incident Command System as necessary;
- Studies details of emergency scenes upon arrival and uses technical knowledge and experience to calculate the most appropriate course of action, taking into consideration the safety of all personnel at the scene;
- Monitors all personnel on the scene to ensure safety procedures are being followed and to recognize a situation when a member may be in need of help;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Develops and delivers public information for education and media release as directed;
- Performs as a firefighter at the basic (firefighter I) level and responds to any department requests for assistance as an EMT, firefighter or scene manager when assigned to;
- Is willing to perform any duties needed at an incident scene as trained;
- Performs other related duties as assigned.

#### **Required Knowledge, Skills and Abilities**

- Comprehensive knowledge of the current practices, procedures and guidelines involved in emergency medical services;

- Comprehensive knowledge of all equipment and procedures involved in emergency medical responses;
- Comprehensive knowledge of the geography of the City and Borough of Sitka preferred;
- Thorough knowledge of current fire suppression and firefighting techniques, including all related equipment;
- Thorough knowledge of all safety practices involved in emergency response;
- Thorough knowledge of 911 and related communications systems;
- Skill in performing fire support and firefighting duties and the use of all related equipment;
- Skill to perform basic vehicle and equipment maintenance;
- Ability to work under extremely stressful situations which result from responding to emergency situations, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property;
- Ability to work within a command structure requiring strict adherence to the following of directives;
- Ability to add, subtract, multiply, divide and derive percentages;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written directions, policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn new skills and knowledge brought about by rapidly changing information and/or technology and put them to use;
- Integrity, honesty, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from high school or possession of a GED, preferably a 2-year Degree in a Health Management field, emergency service management, personnel management or a related field, (Paramedic preferred); and
- State of Alaska Certification as an EMT I instructor with EMT III instructor preferred. Certification as a State of Alaska Firefighter I instructor also preferred;
- Ten years experience in emergency medical services delivery as career or volunteer member; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work;
- Some experience as a volunteer emergency service provider preferred;

#### **Required Special Qualifications**

- Possession of a driver's license issued by the State of Alaska;
- EMT-III certification in the State of Alaska and ability to maintain certification on an on-going basis;
- State of Alaska Certification as an EMT I instructor with EMT III instructor preferred. Certification as a State of Alaska Firefighter I instructor also preferred;
- Firefighter I certification with IFSAC or the State of Alaska or ability to obtain within 18 months;
- Ten years experience of pre-hospital patient care, ALS care preferred;

- 3 years in a supervisory role in Emergency Services;

<b>Essential Physical Abilities</b>
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- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform firefighting and emergency medical duties;
- Sufficient manual dexterity and strength, with or without reasonable accommodation, which permits the employee to operate firefighting and medical tools and equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting lives and property;
- Ability to carry 35 pounds up one flight of stairs (12 steps).

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