

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Public Safety
Division of Emergency Medical Services
Classified, GRADE 14
FLSA exempt position

EMS OPERATIONS OFFICER

(EMS Captain)

GENERAL STATE OF DUTIES: Supervises and coordinates all operations units for department; responsible for scheduling and implementing all special operations training and readiness functions; develops educational programs for department and Community events; oversees operational aspects of EMS Division including vehicle design and maintenance, facilities management, radio communications systems, supply and uniform procurement, storage and distribution functions, and project management; other duties as assigned.

DISTINGUISHING FEATURES OF THE CLASS: The work in this class involves highly responsible advanced emergency medical care of medical/trauma patients, and or patients requiring crises intervention. Incumbent must be capable of working in specialized operations disciplines, and coordinating community events including statistical data management and analysis of data to analyze and maximize operational efficiency. This Captain will ensure that administrative and field personnel have the equipment and supplies necessary to perform their job responsibilities. Work is performed under the supervision of the Division Manager.

ADA REQUIREMENTS: This is very heavy work requiring the exertion in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, lifting, fingering, grasping, crawling, handling, pulling, pushing, repetitive motion, standing, walking, and feeling; vocal means of the spoken work, and conveying detailed or important instructions to other accurately, loudly, or quickly; hearing is required to perceive information at normal spoken work levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deduction; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment. Other aspects of this job class include sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects;

EXAMPLE OF WORK: (Illustrative only)

Establish and maintain a supply system that ensures timely delivery of supplies to stations and crews;
Supervise fleet management functions and schedule vehicles for maintenance and repair;
Ensure all stations, facilities, and contents are maintained and facilitate necessary repairs;
Develop vehicle specifications and supervise the design and purchasing process for department;
Provide detailed and accurate oral/written reports on all matters concerning operations and logistics;
Supervise operations involving specialized units (HAZMAT, technical rescue, radiological, mass gathering, etc.);
Coordinate requests and manage special type grant funds, as directed;
Coordinate, plan, promote, participate, and schedule staffing resources for special events;
Function as liaison to local fire departments in need of decontamination and related training;
Develop and promote necessary educational programs;
Provide support and promote administrative projects as required;

Respond to medical, traumatic, and or crises intervention emergencies and assume responsibility for assessment and treatment per Departmental protocols;
Participate in ongoing training sessions as required by this job classification;
Provide appropriate advance and/or basic life support as determined by State of Delaware SOP's, Departmental policy, and accepted standards of care;
Complete appropriate recertification programs and examinations;
Serve as Shift Supervisor as required by the chain-of-command;
Assist in the annual budget process and monitors the budget throughout the year;
Establish performance standards/goals and complete employee evaluations as needed

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of and skill in advanced emergency care procedures; knowledge of physiology for diagnostic purposes; knowledge of pharmacology; strong knowledge of traffic rules and regulations; knowledge of current and evolving EMS issues; ability to recognize and appropriately mitigate and respond to specialized operations; knowledge of mass gathering concepts; ability to participate, coordinate and manage special events and event staffing; ability to safely operate a vehicle on the road in emergency situations at high speed; skill in operating advanced emergency care equipment; ability to understand and follow oral and written instructions; ability to prepare accurate written reports; ability to manage people in stressful situations for the care and safety of the patient; skill in minor maintenance of emergency vehicles; good driving record (to be determined by review); excellent moral character (to be determined by a background investigation); must demonstrate a high degree of dependability; ability to perform as part of a team; good judgment; integrity; tact; excellent operational knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner, excellent knowledge of ICS at the command staff level, ability to navigate and utilize Microsoft office bundle including Excel and Word, strong knowledge of management principles,

ACCEPTABLE EXPERIENCE AND EDUCATION: Completion of a standard high school course or G.E.D. (College degree preferred) and successful completion of a State-approved advanced paramedical training program with a minimum ten years' experience as a paramedic; or any combination of experience, and training which provides the required knowledge and skills, overall successful rating on annual evaluation

ADDITIONAL REQUIREMENTS: Possession and retention of State of Delaware Paramedic certification, National Registry of EMT's Paramedic certification, and current BCLS, ACLS, CPR, BTLS Advanced and/or PHTLS certification. Certification and retention of at least one special operations discipline. Possession of, and retain, a valid motor vehicle operator's license issued by the State of Delaware. All motor vehicle violations must be reported to supervisor immediately and a good driving record is required to retain position. Must pass testing for substance abuse and criminal background investigation. Must pass testing for infectious diseases. May be required to pass testing of physical strength and agility to qualify for and retain position. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required. May be required to pass written test administered by the Kent County Personnel office and must sit for an oral interview.

NOTE: This position carries with it the rank of Staff Captain and all the responsibilities of this classification. This position is primarily an administrative position which will support the operations area as detailed. This is a classified exempt position with occasional obligations to work in the field to cover staffing shortfalls and maintain certification as a Delaware Paramedic. This position reports directly to the Assistant Director and may assume duties in her/his absence.

Employee Acknowledgement

Est. 10/01/98; Rev. 07/01/00; 07/01/06; 07/01/08; 07/01/15; 07/01/19; 02/09/21