



EMS CAPTAIN (External Announcement)

\$98,490 - \$100,776

The Tri-Lakes Monument Fire Protection District is seeking an experienced EMS or fire service professional for a newly created position, the EMS Captain.

POSITION TITLE:	EMS Captain
AGENCY DIVISION:	Administration
FLSA STATUS:	Non-exempt
HOURS:	40 hrs/wk
EMPLOYMENT STATUS:	At-Will
REPORTS TO:	Deputy Fire Chief

Application Deadline: **Monday, March 2, 2020 @ 4:30P**

External applicants should submit an application, resume', certification copies, and a 1-page cover letter expressing their interest in the position and why they are an excellent candidate for the position.

Applications can be obtained at www.tlmfire.org/empl-hiring. All materials and application questions should be sent electronically (no paper) to Jen Martin at jmartin@tlmfire.org.

QUALIFICATIONS:

- Hold and maintain a CDPHE EMT-Paramedic
- Hold and maintain ACLS and PALS certifications
- High School Diploma or G.E.D.
- Hold and maintain a valid Colorado Driver's License.
- Hold and maintain CDFPC Driver/Operator Utility or equivalent within 6 months of hire
- 7 years advanced EMS experience with 5 years as an EMS/Paramedic or equivalent.
- Federal Emergency Management Agency (FEMA) National Incident Management System (NIMS)

Classes within 6 months of hire:

- ICS-100, Introduction to Incident Command System or equivalent
- ICS-200, ICS for Single Resources and Initial Action Incidents or equivalent
- ICS-300, Intermediate ICS within one year of employment
- IS-700, National Incident Management System (NIMS), An Introduction
- IS-800, National Response Framework, An Introduction

Applicants must be able to satisfactorily complete a criminal background check, driving record check, physical exam, and psychological exam prior to commencing employment.



EMS CAPTAIN
Position Description
(v2/11/20)

POSITION TITLE: **EMS Captain**
AGENCY DIVISION: **Administration**
PAYGRADE: **CP1/2**
FLSA STATUS: **Non-exempt**
HOURS: **40 hr/wk**
EMPLOYMENT STATUS: **At-Will**
REPORTS TO: **Deputy Fire Chief**

JOB SUMMARY:

Under the direction of the Deputy Fire Chief, the EMS Captain manages EMS for the District. This position is responsible for EMS operations, equipment, supplies, budget, and works with the Training Battalion Chief to coordinate and organize training.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following examples are illustrative only and are not intended to be all inclusive). They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Responsible for planning, managing, and leading the functions of the District's EMS program including:
 - Working with the Deputy Fire Chief on the program's organization
 - Supervising all aspects of the district's emergency medical care.
 - Coordinating with the Training Battalion Chief to develop, implement, and instruct medical training programs for staff.
 - Preparing EMS budget to include, supplies, equipment and training and the availability and applicability of EMS grants.
 - Formulate and recommend changes for equipment, supplies and staffing.
 - Management and oversight of EMS electronic patient care report system including the quality control of Patient Care Reports.
 - Appropriate inspection of ambulances and equipment to ensure proper and safe operating conditions.
 - Managing ambulance permits and license for the district.
 - Management of personnel exposures including plan execution.
 - Acting as primary liaison to the District's medical director.
 - Keeping up to date with current laws, regulations, requirements for EMS protocols and billing

- Responsible for ordering, organizing of medical supplies and equipment including:
 - Tracking all medication including narcotic controls.
 - Monitoring cost savings

TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT

16055 Old Forest Point, Suite 103

Monument, CO 80132

POSITION DESCRIPTION



- Providing cost information for billing purposes
- Responsible for EMS-oriented outreach including:
 - Evaluation of community paramedicine systems
 - CPR classes
 - EMS public instruction
 - Interfacing with local government officials, hospitals, other agencies.
- Responsible for the monitoring and evaluation of new emergency healthcare delivery models including recommendations on new technologies and service models.
- Coordinates with Executive Staff on the specification development of new ambulance purchases.
- Supervises personnel including:
 - Assigning and planning work of others.
 - Establishes performance standards,
 - Coordinates activities and allocating of EMS personnel.
 - Ensures compliance with applicable personnel guidelines and department policy
- Providing guidance on the hiring of EMS/Paramedics.
- Responds to mass casualty incidents or incidents upon special request

OTHER DUTIES:

- Participates in the Incident Command System. Responds to major incidents and assumes Command staff duties of the incident and emergency personnel as needed.
- May fill-in a shift position as necessary.
- Performs other duties as assigned or required.

SUPERVISION RECEIVED AND EXERCISED:

The EMS Captain works under the direction of the Deputy Fire Chief. Collaborating with company officers and Battalion Chiefs, the EMS Captain oversees all EMS staff.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Hold and maintain a CDPHE EMT-Paramedic
- Hold and maintain ACLS and PALS certifications
- High School Diploma or G.E.D.
- Hold and maintain a valid Colorado Driver’s License.
- Hold and maintain CDFPC Driver/Operator Utility or equivalent within 6 months of hire
- Possess ICS-100, ICS-200, ICS 700, ICS 800 within 6 months of hire.
- 7 years advanced EMS experience with 5 years as an EMS/Paramedic or equivalent.

EXCELLENCE INTEGRITY LOYALTY RESPECT SERVICE

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KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and application of Microsoft Office applications including Outlook, Word, Excel, Sharepoint, and Teams
- Knowledge of personal exposure protection and prevention.
- Knowledge of District specific information as related to community facilities and locations.
- Knowledge of proper and safe work practices.
- Strong public relations and customer service skills, to include interactions with other agencies, co-workers, and the public in both routine and emergency settings.
- Skill in speaking, reading, writing, and understanding English.
- Skill in developing systems of organization
- Skill to work independently in the absence of supervision.
- Skill to interpret applicable local, state and federal regulations to ensure compliance.
- Skill in identifying potential medical hazards.
- Skill to present complex ideas with audience-oriented styles
- Skill to interpret and analyze data and to produce effective reports, studies, and recommendations.
- Skill to interpret and apply details policies, procedures, and guidelines.
- Skill to operate within the National Incident Management System
- Strong communication skills to include clear oral and written communications.
- Skill in speaking, reading, writing, and understanding English.
- Thorough knowledge of Emergency Medical Services industry and EMS protocols
- Proficiency in advanced life support procedures.
- Ability to promote an organizational value system
- Ability to develop ideas and concepts from scratch to a working program including being creative, advocating for necessary change, and guiding people through change
- Ability to see idea potentials and have self-initiative to research their applications
- Ability to participate in team approaches to problem-solving and arrive at solutions or balances collaboratively
- Ability to anticipate required resources and materials.
- Ability to learn, operate, and maintain emergency medical services equipment.
- Ability to learn and use various computer software applications.
- Ability to effectively communicate in verbal and written forms. Knowledge of the methods and equipment utilized EMS apparatus and equipment management.
- Ability to follow directions and provide directions or guidance.
- Ability to understand and implement EMS communications systems
- Ability to apply policies, rules, regulations and standards of guidelines of the District.
- Ability to problem solve and practice conflict resolution.
- Ability to perform ethical conduct
- Ability to foster environment which promotes good spirit of cooperation.
- Ability to provide effective leadership.
- Ability to promote professional image.
- Ability for team collaboration
- Ability to read and convey directions from maps.

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- Ability to operate within National Incident Management System and work in a command structure.
- Ability to mentally and emotionally cope with emergencies that may result in loss of human life, severe traumatic injuries and psychological crisis in a calm and empathetic manner.
- Ability to meet medical and physical requirements set forth by the District in order to perform full duties without restrictions.

PHYSICAL DEMANDS:

Duties may require an employee to work under extreme weather conditions and in environmental conditions of work site and may be exposed to hazardous work environments and personal danger during the day and night shifts. Exposures may include, but are not limited to extreme heat or cold, rain, snow, ice, pollutants, odors and fluids. Work may also be performed in an office setting.

Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance. Position requires the individual to work under various physically demanding conditions and requires the individual to maintain adequate conditioning and abilities. The physical demands and work environment described must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position requires work in a variety of locations and conditions, including but not limited to, the fire station and other similar work areas as well as emergency scenes of every type.
- Strenuous physical activity under extreme adverse conditions will be required periodically.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodations, which permits the employee to perform all duties involved in protecting life and property
- Requires assessing, moving victims of accident scenes (multiple times per response) while performing emergency medical procedures and combat duties.
- Requires ability to push, pull and drag gurneys, cots, hospital beds, vehicle doors, building and doors.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment.
- The employee may be required to push, pull, lift, and/or carry up to 100 pounds and drag excess of 200 lbs. for a 50 ft distance.
- Lifting and carrying cardiac monitors, and medical equipment.
- Work may result in exposure to high noise levels requiring the wearing of hearing protection.
- This position requires standing, balancing, running, walking, sitting, kneeling, stooping, bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping, digging, spraying, reaching over head, reaching away from the body and repetitive motion.
- Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

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- Sufficient clarity of speech and hearing and 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
- This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
- Must be able to recall, process and apply detailed and complex emergency response protocols and guidelines.
- This position will involve periods of high physical, mental/or emotional stress in probable traumatic situations.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time as well as operate.