RESCUE SQUAD CAPTAIN

Town of Christiansburg
Rescue Squad Department
Class Code 804

JOB SUMMARY

The purpose of the position of Captain shall be to provide leadership, guidance, and support to the members of the Rescue Squad and to ensure the citizens within the designated coverage area and surrounding jurisdictions are provided professionally-trained emergency medical care.

WORK ACTIVITIES

Administrative Duties

- Acts as liaison between the Town and the Rescue Squad on all matters.
- Works to ensure volunteer/Rescue Member staffing at nominal levels to provide expedient rescue services to citizens.*
- Must have abilities and skill to build consensus and team-efforts among the crew and community stakeholders.
- Participates in local, district, and state rescue squad activities to maintain an updated understanding of the changes and advances in technology and medical procedures*
- Reports on the operation of the Department and of significant matters affecting public safety to the Town Manager*
- Presides over committee meetings as may be necessary
- Appoints all necessary committees for the fluent operation of the squad
- Oversees all fundraising efforts of the squad and ensures they are in accordance with the guidelines set forth either in the squad constitution or policies of the town
- Operates assigned vehicle owned by the town in accordance with all state traffic laws
- Schedule and approve all public usage of the squad facilities.
- Determines mutual aid needs and ensure proper notification is made to necessary agencies. Ensure mutual aid agreements are on file and updated.
- Maintain working relationships with local medical facilities and their personnel, which contribute to the overall efficiency of both emergency medical care and long term medical treatment of the patients
- Coordinates Rescue Squad building and grounds maintenance activities

Supervisory Duties

- Maintain adequate staff with pertinent certifications and training to provide the general public with the best possible emergency medical care*
- Coordinate with Fire and Police Departments to ensure effective operations both in emergency and non-emergency situations.*
- Shall be in charge of the overall operations of the squad in all phases*
- Conducts regular, called, or urgently mandated meetings of the squad, *
- Responsible for all vehicles and equipment and ensure they are effectively maintained in optimal running condition at all times*
- Maintains responsibility for that portion of the Town's emergency operations plan as it relates to rescue squad resources*
- Will be available to respond to first aid calls during normal working hours. The Captain shall respond to most major accidents, natural and man-made disasters, and other calls as may be deemed necessary after normal working hours*
- Responsible for Rescue Squad personnel matters, including but not limited to recruiting, training, discipline, recognition, and assignment*
- Coordinates on-scene emergency operations with the Emergency Services Coordinator, and directs Rescue Squad members to perform such tasks as may be necessary for the successful completion of emergency operations*
- Supervise all members and elected officers of the squad. Assign and direct duties of officers in accordance with the constitution of the squad

Fiscal Duties

- Maintains responsibility for preparing and submitting an annual budget to the Town Manager or his designee*
- Maintains responsibility for the control of the expenditure of all departmental funds*
- Oversees the procurement of all necessary equipment and supplies needed to be contained in the vehicles and available for the purpose of providing emergency medical care and rescue efforts to all citizens who may have need of such services*
- Performs other duties as may be assigned by the Town Manager or his designee

* Denotes Essential Job Function

TOOLS AND EQUIPMENT

- Telephone, Mobile and portable radio
- Personal Computer, applicable software and customary office equipment
- Automobile, ambulance, or other rescue vehicles
- Medical and emergency care equipment

JOB CONTEXT

The Rescue Squad Captain works in a temperature-controlled environment with low levels of noise and under normal lighting conditions. Approximately fifty-five percent of the day is spent indoors. The remaining forty-five percent of the day may involve working outside in all weather conditions as emergencies dictate, and with high levels of noise generated by Police/Fire/Rescue sirens, motor vehicle traffic, radio traffic, and other occupational distractions. The Rescue Squad Captain works 8:00am to 5:00pm Monday through Friday. However, as emergency situations mandate, a person in this position is on call 24 hours a day and occasional overtime will be required as situations dictate. Work is performed under the general supervision of the Town Manager. The Rescue Squad Captain is responsible for the general supervision of the entire department. The Rescue Squad Captain will become involved in emergency and non-routine circumstances requiring the specific application of knowledge, skills, abilities, and procedures in order to assure situations are handled appropriately. A person in this position may encounter frequent situations that require immediate decision making without prior thought, consideration, or research. This position requires adaptability and the ability to operate independently.

WORK PERFORMANCE

After an initial 6-month probationary period of employment, the Supervisor will evaluate the employee's performance. Unsatisfactory job performance may result in an extended probationary period or employment termination. After 6-month review, Supervisor will evaluate employee every 328 days. Satisfactory job performance may result in a pay step increase in accordance with the Town of Christiansburg Personnel Handbook until the final step of the employee's pay grade is achieved.

JOB QUALIFICATIONS

Upon hire, the Rescue Squad Captain should:

- Demonstrates a thorough knowledge of the approved procedures, practices, and policies of emergency and rescue work
- Demonstrate knowledge of lifesaving equipment and administering emergency care
- Maintain a valid Virginia's drivers license and driving record that meets insurability guidelines
- Possess the necessary certification(s) to operate emergency vehicles
- Demonstrate successful supervisory skills
- Maintain professional training and any accreditation necessary to effectively perform the duties that the position requires.
- Ability to deal tactfully and effectively with the general public, medical care professionals, and subordinate members of the rescue squad, and be able to react quickly and confidently in emergency situations.
- Possess experience in managing a Rescue Squad of similar size
- Knowledgeable of reporting requirements and emergency services standards regulating rescue squads, including but not limited to call response times, crew staffing protocols, etc.
- FEMA certifications for First Responders/Emergency Services as indicated.
- EMT (Emergency Medical Technician) or advanced emergency responder certifications.
- Ability to lift/carry/manipulate loads up to seventy (70) pounds to assist in moving patients.

JOB QUALIFICATIONS (continued)

After hire, the Rescue Squad Captain should:

- Demonstrate a general knowledge of the geography of the Town and street locations
- Possess the skills necessary to operate computers effectively
- Be familiar with the code of the Town of Christiansburg
- Be knowledgeable of the Town's Personnel Policy

SAFETY

The employee shall adhere to Town of Christiansburg policies regarding safety precautions and the use of safety equipment that is necessary for the health and safety of all employees and citizens. If a safety concern arises, the employee must stop any life-threatening problem immediately and in other cases immediately inform the employee's supervisor.

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