

# Vacancy Announcement

**Job Title: EMS Operations Captain**

**Posting Dates: March 1<sup>st</sup> through March 15, 2019**

**Work Location: LaBelle, Florida**

## **Purpose of Job:**

Supervises assigned shift personnel in the Emergency Medical Service (EMS) of Hendry County. Directs, controls, and evaluates subordinate staff and conducts coaching or initiates corrective action as needed. Provides emergency medical care to the sick and injured to an ALS level of care. Ensures the operational readiness of all emergency vehicles and equipment within the EMS and Fire departments. Ensures all EMS, Fire Staff, and volunteers have the proper training, certifications, and materials needed in order to fulfill their duties and comply with the State of Florida requirements.

## **Main Duties and Responsibilities:**

Ensures the efficient operation of EMS personnel on all assigned shifts in accordance with policies, procedures, guidelines and medical protocols. Organizes, directs and controls the work of EMS staff through the Paramedic Lieutenants. Identifies performance discrepancies and takes corrective action through coaching, counseling, and evaluation of subordinate staff. Assists in the selection of new employees and in the disciplinary and QA processes.

Motivates and engages subordinate staff by displaying leadership and by serving as a role model. Responsible for the coordination of all shift employees and equipment. Maintains cooperation and communication between the assigned shifts and issues assignments as required. Supervises and coordinates the performance of house duties among employees on the shifts.

Performs various administrative duties as directed by the Operations Chief. Assists with planning and managing the operating budgets of both the EMS and County volunteer fire departments. Assists with staff scheduling, timekeeping, and recordkeeping. Conducts or assists with investigations into patient complaints and alleged employee misconduct or other performance deficiencies. Prepares reports and correspondence as needed.

Manages the condition and readiness of all EMS facilities, vehicles and equipment and supplies on a day to day basis. Ensures that units are properly stocked with supplies. Ensures the proper maintenance, cleaning, and sanitization of response vehicles, apparatus, and equipment. Ensures that stations and grounds are properly maintained and in a safe condition.

Responds to emergencies as needed, including major medical and fire incidents, hazardous materials incidents, and other incidents as needed or requested. May assume command of EMS and firefighting operations and may function as a Paramedic or occasionally as a firefighter when necessary. Provides direct care to patients at the appropriate level when requested.

## **Secondary Duties and Responsibilities:**

Interacts with the medical and emergency medical services community in maintaining daily emergency services operations and with the general public and media during emergencies.

Keeps abreast of developments in emergency medicine, vehicles and equipment, and EMS operational procedures.

Assumes command of EMS service in the absence of the Operations Chief.

Responds to work during a declared state of disaster.

Skill in communicating effectively verbally and in writing. Able to maintain a professional appearance, positive and helpful approach to customer service for internal and external customers.

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Knowledge of Hendry EMS protocols, policies, procedures, and practices

Skill in providing patient care.

Skill in operating an emergency vehicle.

Ability to plan, organize, direct, and control the work of subordinates. Skill in coaching and counseling staff.

Knowledge of automotive and fire apparatus components, operation, repair and maintenance.

Ability to maintain, diagnose, troubleshoot and recommend a repair plan on a variety of fire and EMS equipment.

Knowledge of the various rules, statutes, and standards as they apply to both EMS and Fire including Florida statutes, NFPA standards and OSHA regulations.

## Education:

An AA/AS degree from an accredited college with emphasis in EMS/Fire, administration or education and at least three years experience in EMS and/or Fire, or equivalent combination of education and experience.

Valid Florida Drivers License and acceptable driving record.

Florida certification at the Paramedic level and at least two years experience in ALS first response.

BLS, ACLS and PALS instructor within one year of obtaining this position

Must obtain Firefighter I and Firefighter II certification within one year of obtaining this position.

Possess and maintain approval to work under medical director's license.

NIMS/ICS certifications as required. Completion of ICS 100. 200. NIMS 700 and 800

ICS 300 & 400 (Expanding incidents) is preferred or may be completed within one year of hire.

EMS Level-A Instructor/Firefighter Instructor 1 is preferred (40 hour)

## Hours of Work

Monday through Friday, 8:00 a.m. to 5:00 p.m. Overtime may be required

## Starting Range:

Pay range is \$48,000-55,000 based upon experience. This is a full-time salary position that includes County medical benefits and State Retirement.

## To Apply:

Submit a completed [Hendry County BOCC Application](#), [Applicant Survey](#), and [Veteran's Preference Form](#) to:

Audelia Bustamante

Hendry County BOCC

PO Box 2340

LaBelle, FL 33975

(Physical address: 640 S. Main Street)

Telephone: 863-675-5352

Fax: 863-674-4195

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HENDRY COUNTY B.O.C.C. IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN HIRING OR EMPLOYMENT PRACTICES

HENDRY COUNTY B.O.C.C. IS A DRUG FREE WORKPLACE

PREFERENCE IN APPOINTMENT WILL BE GIVEN TO ELIGIBLE VETERANS AND FAMILY MEMBERS

HENDRY COUNTY PARTICIPATES IN THE E-VERIFY PROGRAM

HENDRY COUNTY WILL GENERALLY, UPON REQUEST, PROVIDES APPROPRIATE AIDS AND SERVICES FOR QUALIFIED PERSONS WITH DISABILITIES SO THEY CAN PARTICIPATE IN THE APPLICATION AND SELECTION PROCESS. CONTACT THE HR DIRECTOR AT THE NUMBER AND ADDRESS ABOVE FOR ASSISTANCE