

	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Member Guidelines – Captain(s) Position Description</i>	SOG #101-003D
		Initiated: April 2023
Approved: Chief Christopher J. Reynolds	Revised: N/A	

Classification

Compensated Officer(s) (Captain(s))

Reports to

Chief of Operations

POSITION DESCRIPTION

Summary/Objective

The Captain(s) shall be designated to act instead of the Chief of Operations at any time the all Chiefs are Out of Service. Captain(s) will act in the stead of the Chief in order of appointment. The Captain(s) will act as Station Facilitators and Officers in Charge if a Chief is unavailable.

The Captain(s) will be responsible for overseeing all aspects of activity at their assigned station in addition to managing one LPEMS Committee. The Captain(s) may have responsibility for incidents that may require supervision of on-scene personnel as well as command, control and operational decision making as part of the Incident Command Structure.

The Captain(s) will ensure effective and efficient service delivery in compliance with federal state and local laws and regulations.

Essential Functions (Captain(s))

1. Remain in compliance with ACT 37.
2. Provide pre-hospital care to ill or injured patients at current certification level, utilizing the decision making needed to properly transport patients to necessary medical facilities based on facility capability.
3. Participates in the analysis, development, implementation and administration of organizational Standard Operating Guidelines, policies, and procedures.
4. Ensure that all EMS Operations are performed according to departmental Standard Operating Guidelines, polices, protocols and applicable legal requirements established by Federal, State and Local Standards.
5. Establishes and maintains a working environment conducive to positive morale, quality, and teamwork.
6. Coordinate the direction of assigned personnel including monitoring work assignments, work closely with officers and committee heads to direct and mentor their efforts to manage staff and emergency scenes.

Responsibilities

1. Provide Advanced or Basic Life Support to critically ill or injured patients in the pre-hospital setting.
2. Perform history and physical examinations to assemble clinical manifestations of the patient to provide the appropriate treatment and care for patients.
3. Operate as a crew member on assigned shifts per LPEMS schedule.
4. Assist with training of new volunteers, students, and staff members.
5. Respond to major incidents and act as EMS Liaison at Command Post (If Available)
6. Complete an OIC week as part of a rotation with all officers.
7. Attempt to make (1) Stand-by/ PR events each year.
8. Oversee the following aspects of activities at the Main Station and/or Sub Station:
 1. Cleanliness
 2. Stocking of Coffee and Creamer
 3. Status of Oxygen in the Station
 4. Status of Cleaning Supplies, and Paper Goods at the Station
 5. Report status of Medical Supplies to Clinical Care Coordinator
9. Oversee the following Committee and recruit members to assist as needed.
 1. Public Relations / Stand-By
10. Assist the Training Committee with Volunteer management, recruitment, and retention.
11. Submit a monthly report with updates and the progress of your department by the Friday before the monthly Board of Directors Meeting.
12. Attend quarterly officer meetings.
13. If needed attended Township, County, or other Public Safety meetings as a representative of LPEMS.

Competencies

1. Ethical Conduct.
2. Stress Management/Composure.
3. Problem Solving/Analysis.
4. Communication Proficiency.
5. Strategic Thinking.
6. Teamwork Orientation.
7. Diversity and Inclusion.

Supervisory Responsibility

The Captain(s) will assist with overseeing all day-to-day operations of the organization in the absence of the Chief Officers. The Captain(s) could act as a command officer while on scene of an emergency.

Work Environment

While performing the duties of this position, the member continually works in outside weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individuals are exposed to hearing alarms and hazards associated with rendering emergency medical assistance.

The member occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. It is reasonably anticipated that the individual will be exposed to blood-borne pathogens and other infectious materials in the course of duties.

The noise level in the work environment is usually moderate, except during certain firefighting or rescue activities when noise levels may be loud.

Position Type/Expected Hours of Work

Daily Shifts will consist of 6, 12, 18, or 24 hour shifts as needed to ensure proper coverage. This position regularly requires long hours, night shifts and frequent weekend shifts. Additionally, off-hour meetings are occasionally required. .

Physical Demands

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this position.

While performing the duties of this position, the member is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects; and reach with hands and arms. The member is occasionally required to climb, balance, stoop, kneel, crouch, crawl, taste and smell.

The member must frequently lift or move 250 pounds and up. Members must pass physical testing that includes lifting and moving and may be subject to repeat testing throughout membership.

Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Required Education and Experience

1. Current and Valid PA EMT-B, EMT-A, EMT-P, or HP Certification
2. Current and Valid Healthcare Provider CPR Card
3. Current and Valid Hazardous Materials Operations Certification
4. EMSVO Endorsement
5. NIMS 100, 200, 700, 800
6. High school graduation or GED equivalent.
7. Extensive knowledge of emergency medical treatment and management: at least seven (5) years of experience in emergency medical service activities, including at least three (1) year as an operations officer, supervisor, or an administrator.

Preferred Education and Experience

1. An EMS Management Course .
2. Knowledge and experience of Emergency Management.
3. Project management principals.
4. Modern office procedures, methods, electronic equipment, and computer applications experience.

Additional Eligibility Qualifications

1. Ability to speak and understand the English language.
2. Ability to make quick decisions and exhibit sound judgement, often in stressful situations.
3. Interpreting and applying departmental and organizational policies, procedures, and guidelines.
4. Interpreting and applying applicable federal, state, and local laws, codes, rules and regulations.
5. Skill in displaying leadership, initiative, and resourcefulness in work activities.
6. Ability to plan, program, coordinate and evaluate the activities of line officers and department heads.
7. Preparing and maintaining specialized records in assigned area(s) of responsibility.
8. Ability to establish and maintain effective working relationships with the career staff/volunteers, Senior Management, elected and governmental officials, as well as community groups, the news media and the general public.
9. Managing projects.
10. Working independently.
11. Demonstrate excellence in oral, written, and interpersonal communication skills with functional experience of computer programs such as Windows, MS Office, Email and Internet Research.

Work Authorization/Security Clearance

All members are to maintain valid Criminal background checks, and ChildLine child abuse clearance certificates for the duration of membership. Checks are required to be submitted when requested.

AAP/EEO Statement

Lower Providence Community Center Ambulance provides equal employment and membership opportunities to all employees and applicants for employment or membership requests and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Other Duties

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the member for this position. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

This position description has been approved by all levels of management:

Executive Director: _____

Chief of Operations : _____

Member signature below constitutes understanding of the requirements, essential functions, and duties of the position.

Member _____ Date _____

CC: File

