



Virginia Beach Department of Emergency Medical Services



CASS # 101.02.03

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**Administration**  
**SPECIAL OPERATIONS CAPTAIN – MARINE RESCUE TEAM**  
**JOB STATEMENT**

**I. SUMMARY POSITION DESCRIPTION:**

Manages and directs the Marine Rescue Team and associated resources for the City's Department of Emergency Medical Services; does related work as required.

**II. CRITICAL ELEMENTS OF PERFORMANCE:**

Manages and directs the Marine Rescue Team; controls and directs personnel resource allocation on a daily basis; ensures that all departmental policies, rules and regulations are understood and adhered to by the Marine Rescue Team; meets and confers with his/her brigade commander, fire captains, police sergeants, and other supervisors on a regular basis to discuss activities, operations, concerns and procedures; acts as a liaison between supervised personnel and the EMS Chief of the Department or his designate; formulates and institutes procedures for the coordinated delivery of emergency medical patient care services; establishes cooperative relationships with all personnel; assumes command of general emergencies and mass casualties.

**III. PERFORMANCE STANDARDS:**

Ensures that staffing remains commensurate with manpower with his/her squad; completes evaluations on pilot projects in a timely manner; meets normal deadlines as prescribed by the EMS Chief; organizes supervised work units so that resource shortages and scheduling conflicts are avoided; demonstrates comprehension of issues or problems and makes decisions accordingly; communicates clearly and precisely both orally and in writing; works well with volunteers and career staff.

**IV. KNOWLEDGE-SKILL-ABILITY REQUIRED TO PERFORM SATISFACTORILY:**

**A. Knowledge:**

1. Knowledge of administration and operational principles, techniques and practices of emergency medical services.
2. Knowledge of laws, regulations, and ordinances pertaining to

emergency medical services.

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**B. Skill:**

1. Skill to perform the duties required of a Virginia certified Emergency Medical Technician.
2. Skill to communicate effectively both orally and in writing.

**C. Ability:**

1. Ability to direct the activities of Marine Rescue Team personnel.
2. Ability to work well with volunteers and career staff.
3. Ability to establish and maintain cooperative relationships.

**V. MINIMUM QUALIFICATIONS:**

**A. Education:**

Graduation from a high school, or possess a GED, and supplemented with technical level courses in emergency medical services; must possess previous supervisory experience; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**B. Past Performance:**

Due to the increased responsibility associated with promotions, one must have demonstrated the ability to comply with departmental rules, regulations, and procedures. Therefore, all candidates should be free from corrective action in order to be considered for promotion by the Chief of EMS or his designee.

**VI. ADDITIONAL QUALIFICATIONS:**

- A. Must be a Virginia certified EMT.
- B. Must possess a valid vehicle operator's permit.

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**V. SELECTION:**

The selection to this position will occur as designated by the EMS Chief or Deputy EMS Chief. This position is an appointed position and serves at the pleasure of the EMS Chief or Deputy EMS Chief. The EMS Chief or Deputy EMS Chief may remove an incumbent from this position at anytime.

This job statement shall become effective upon the approval of the Chief of Emergency Medical Services.

**APPROVED:**

 8/15/2006

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**EMS Chief**

**Date**

**LEGAL REVIEW**

*Signature on File*

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**City Attorney's Office**

**Date**

**Originated**

**Revised**

8/15/2006