



Virginia Beach Department of Emergency Medical Services



CASS # 101.02.03

Index #

Administration

SPECIAL OPERATIONS CAPTAIN - SQUAD TRUCK JOB STATEMENT

I. SUMMARY POSITION DESCRIPTION:

Manages and directs the Squad Truck Operations 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 a squad of emergency medical care providers; 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 Squad Truck Captain; 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 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 Director; 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.

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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.

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 Squad Truck Operations.
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.

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VI. ADDITIONAL QUALIFICATIONS:

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

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

APPROVED:

 9/13/2004

EMS Chief

Date

LEGAL REVIEW

City Attorney's Office

Date

Originated
9/13/2004

Revised