



Virginia Beach Department of Emergency Medical Services



JOB DESCRIPTION

ASSISTANT SQUAD COMMANDER/RESCUE CAPTAIN

I. SUMMARY POSITION DESCRIPTION:

Assists with the management and coordination of a rescue squad or team of emergency medical care providers and associated resources for the City's Department of Emergency Medical Services; does related work as required.

II. CRITICAL ELEMENTS OF PERFORMANCE:

Assists with the management and coordination of a group of emergency care providers; assists with the controlling and directing of personnel resource allocation; ensures that all departmental and squad policy rules and regulations are understood and adhered to by the emergency care providers; meets and confers with squad commanders and other supervisors on a regular basis to discuss activities, operations, concerns and procedures; acts for the squad commander in his/her absence; assists in the formulation and implementation of procedures for the coordinated delivery of emergency patient care services.

III. PERFORMANCE STANDARDS:

Effectively assists in ensuring that staffing remains commensurate with manpower; assists in the evaluation of pilot projects; meets deadlines as prescribed by squad commander; assists in the organization of work units so that resource shortages and schedule 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.

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 the activities of an Emergency Medical Services Team.
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; 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 at least the past 18 months in order to be considered for appointment.

VI. ADDITIONAL QUALIFICATIONS

- A. Must be a Virginia certified EMT.
- B. Must possess a valid vehicle operator's permit.
- C. Must be qualified as an Ambulance Attendant-in-Charge

v. SELECTION:

This is an appointed position and serves at the pleasure of the EMS Chief. The selection to this position will occur as designated by the EMS Chief or his designee. Initial consideration for appointment will be given to the officers designated by the Captains of the individual rescue squads. However, election or rescue squad level office does not guarantee appointment.

Last update
1/15/2015