



Virginia Beach Department of Emergency Medical Services



CAAS # 101.02.03

Index #

Administration

SPECIAL OPERATIONS CAPTAIN BIKE RESPONSE TEAM JOB STATEMENT

I. SUMMARY POSITION DESCRIPTION:

Manages and directs the Bike Response 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 EMS Bike 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 all Bike Team members; meets and confers with his/her brigade chief and other Department and allied public safety supervisors on a regular basis to discuss activities, operations, concerns and procedures; formulates and institutes procedures for the coordinated delivery of specialized rescue services and establishes cooperative relationships with all personnel.

III. PERFORMANCE STANDARDS:

Ensures that staffing remains commensurate with manpower with his/her team; completes evaluations on pilot projects in a timely manner; meets normal deadlines as prescribed by the EMS Chief or his designee, organizes supervised work units so that resource shortages and scheduling conflicts are avoided; demonstrates comprehension of issues or problems and

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makes decisions accordingly; communicates clearly and precisely both orally and in writing; works well with volunteers and career staff.

IV. Representative Work Functions and Job Tasks: Plan operations and staffing for the team. Manage and deliver team training programs and updates. Maintain records including rosters, inventory, schedules, etc. Ensures equipment is properly maintained and accounted for. Ensures adequate staffing levels for events, patrols and other functions.

V. 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 the Bike Response 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; must have

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demonstrated leadership and/or 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 at least the preceding eighteen (18) months to be considered for promotion by the Chief of EMS or his designee.

VI. ADDITIONAL QUALIFICATIONS:

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

Preferred Qualifications: Previous experience and knowledge of bicycle operations and maintenance.

V. SELECTION:

This position is an appointed position and serves at the pleasure of the EMS Chief. The 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:



2/25/2019

EMS Chief

Date

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LEGAL REVIEW

Signature on File

City Attorney's Office Date

Originated Revised

8/15/2006 02/25/2019