



HUMAN RESOURCES DEPARTMENT

## POSITION DESCRIPTION

<b>TITLE:</b>	Fire Captain/Paramedic	<b>LAST UPDATED:</b>	June 2013
<b>DEPARTMENT:</b>	Fire	<b>JOB CLASS:</b>	
<b>REPORTS TO:</b>	Battalion Chief	<b>FLSA DESIGNATION:</b>	Non-Exempt

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**Summary:** Supervises and performs a variety of highly technical and specialized tasks involving and/or related to fire suppression, emergency medical services, rescue, hazardous materials incidents, fire prevention, fire inspections, administration, and other special assignments as required. Supervises and controls emergency medical scenes until relieved by a higher ranking paramedic officer. Supervises emergency and non-emergency incident scenes unless relieved by a higher ranking officer. Supervises assigned Frisco Fire Department staff and volunteers.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

### **Essential Job Functions:**

- Responds to emergency and non-emergency calls for service
- Directly supervises and participates in fire suppression and fire station operations
- Supervises and monitors shift activities at assigned fire stations
- Monitors and reassigns staff to meet operational demands at assigned fire stations
- Acts as commanding medical officer in absence of higher ranking paramedic officer and supervises medical incident scenes unless relieved by a higher-ranking officer
- Administers first aid and emergency medical care to injured/ill persons consistent with the level authorized by paramedic certification, established medical protocols, and standard operating procedures
- Secures safety of the incident scene
- Determines medical status and priority of medical treatment
- Stabilizes and immobilizes patients and prescribes a mode of transportation to emergency medical care facilities based on condition of patients
- Follows established universal health precautions in the treatment and care of patients
- Supervises and participates in the inspection, testing, cleaning and maintenance of station facilities, grounds, equipment, apparatus and hydrants as needed
- Supervises and conducts inspections of businesses to identify possible fire or life safety hazards and educates business owners in fire prevention
- Identifies and inspects hazardous areas in assigned district including inspections of high occupancy and commercial businesses as well as any warning systems, including the Outdoor Warning Sirens, in the assigned district
- Recruits, trains, tests, assigns, evaluates and motivates subordinate staff
- Evaluates and approves department training needs of assigned staff
- Participates in daily training exercises and instruction to increase performance
- Conducts on the job and formal training of assigned firefighters, paramedics and volunteers
- Responds to requests and inquiries from the general public, other department personnel, and other city departments
- Interprets and explains city and department policies and procedures to the public and Department members

- Completes administrative duties including but not limited to:
  - Maintaining inventory checks of equipment, uniforms, medical supplies, fire suppression equipment and supplies
  - Maintaining records and reports of all incident responses
  - Maintaining recurring documentation such as timesheets for personnel and monthly reports
  - Maintains records and documentation of all activities at assigned fire stations
  - Completes assigned special projects in area of expertise or as assigned

**Other Important Duties:**

- Works shift and non-shift schedules including weekends, holidays and extended hours in emergency, disaster, or other situations influenced by heavy workloads or other staffing difficulties.
- Participates on department committees and attends staff meetings as required
- Conducts public education activities that may include, but are not limited to: Citizen's Fire Academy, children's birthday parties, block parties, station tours, fire prevention assignments and patient care.
- Assists in developing and presenting a variety of training programs related to medical care and Emergency Medical Service (EMS)
- Must learn streets and routes within the city and surrounding areas to include the location of medical facilities to ensure expeditious response times
- Attend scheduled training necessary to maintain paramedic certification and minimum continuing education credit as required by the Texas Department of State Health Services and/or Medical Control Physician.
- Travels to conduct fire and life safety inspections, respond to calls for service, provide CPR and first aid instruction and to attend meetings, conferences and training.
- Performs related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

**Required Knowledge and Skills:**

- Knowledge of administration and supervision of assigned fire stations.
- Knowledge of emergency medical services.
- Knowledge of ambulance operation principles and practices.
- Knowledge of fire prevention, suppression, and education methods, practices and procedures for a variety of fire, hazardous materials responses, emergency management systems and rescue operations.
- Knowledge and skill associated with operating specialized communication equipment
- Knowledge of safe work practices and procedures.
- Knowledge of pertinent federal, state and local laws, codes and regulations .
- Proficiency in the use of computers and related hardware and software for development and maintenance of safety and health inspections, annual reviews, and other documentation
- Ability to exercise sound judgment and rational thinking under stressful and/or dangerous circumstances.
- Ability to evaluate various options and alternatives and choose an appropriate and reasonable course of action.
- Skill in effective oral and written communications.
- Skill in implementing assigned fire station procedures and objectives.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns
- Skill in planning, developing and implementing procedures for multiple fire stations
- Skill in effectively supervising and delegating assignments to assigned staff

**Required Education, Experience and Certifications:**

- High School Diploma or GED **and minimum** of (6) years with the Frisco Fire Department **with** 1 year of service as a Frisco Fire Lieutenant required for all members testing prior to December 2013.
- Associate's Degree required by June, 2017.
- *Preference may be given to individuals who have additional education including any level degree in Business Administration, Public Administration, Fire Science, or related degree*
- Must possess the following certifications (by application deadline)
  1. Texas Commission on Fire Protection (TCFP) Basic Firefighter
  2. Texas Department of State Health Services (TDSHS) Paramedic
  3. TCFP Fire Instructor II
  4. TCFP Hazardous Materials Technician
  5. TCFP Driver/Operator
  6. High Angle I & II
  7. TCFP Fire Officer II

**\*\*Requirements 4 through 7 are considered to be met only when the course or certification was obtained through a program sponsored by the Frisco Fire Department**

- Current on all TDSHS requirements for paramedic certification
- Current on all TCFP requirements for all required certifications
- Successful completion of all medical control requirements to perform as a Paramedic with the Frisco Fire Department
- May be required to pass pre-employment drug screen, physical agility, psychological exam, criminal background and MVR check.
- Must possess and maintain a valid Texas Class B Exempt driver's license
- Must maintain a satisfactory rating on annual performance evaluation reports

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in office and field environments
- May be subject to repetitive motion such as typing, data entry, and vision to monitor
- May be subject to exposure to extreme temperatures, extreme weather conditions, hazardous chemicals, toxic fumes, unstable buildings and structures, infectious diseases, body fluids, air and water borne pathogens
- May be subject to wearing full protective clothing and self-contained breathing apparatus for extended periods of time
- May be subject to extended periods of bending, reaching, kneeling, climbing and standing on ladders and lifts, walking over unstable surfaces and terrain, lifting and carrying up to 70 pounds unassisted, dragging up to 160 pounds unassisted, and handling and operating high pressure water hoses
- May be exposed to hostile, angry or emotional citizens, patients and business owners

**Equipment and Tools Utilized**

- Equipment utilized includes standard office equipment, including but not limited to personal computers, copiers, calculators, and fax machines
- Operates specialized rescue and emergency medical response equipment including but not limited to two-way radio equipment, intubation and IV equipment, heart monitor/defibrillators and department vehicles

*Approved By:*

Signed by Mark Piland, Fire Chief  
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 Mark Piland, Fire Chief

06/18/2013  
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 Date

