



PRINCE GEORGE COUNTY, VIRGINIA

July 2018

FIRE CAPTAIN, VOLUNTEER FIRE/EMS TRAINING

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

This is a Captain level position within Prince George Fire and EMS responsible for developing, delivering, monitoring, and evaluating training, recruitment and retention programs for the County's coordinated fire and emergency medical services system; does related work as required. The position performs complex, professional level work requiring judgment, high levels of communication and human relations skills. Work is performed under the general supervision of the Director of Fire and EMS. Supervision is exercised over all volunteers at emergency scenes.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, atmospheric conditions, oils, and wearing a self-contained breathing apparatus. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, coordinating, monitoring, evaluating and delivering training, retention and recruitment programs; preparing reports; maintaining files and records.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position..)

Plans, coordinates, monitors and evaluates and/or delivers a comprehensive training program; determines training needs for the County in conjunction with Director and volunteer training officers; coordinates and conducts as necessary training sessions and ensures training providers have proper knowledge, skills and competence; maintains detailed personnel training records;

Maintains County Fire/EMS Library, multimedia training aids, manikins and AV equipment for training purposes;

Assists volunteer training officers in determining special training needs and coordinating appropriate training programs;

Coordinates and/or conducts the Virginia Department of Fire Programs and Department of Health Office of EMS certifications, re-certifications and continuing education courses;

Provides overall recruitment and retention of Fire, EMS and Emergency Services employees, both volunteers and career-oriented; may attend community events and job fairs to recruit employees/volunteers;

Respond to emergencies as needed; functions as a member of a fire suppression team or EMS provider; may take on the role of officer in emergencies including assuming command of an incident;

Develops, coordinates, implements, monitors and evaluates a comprehensive recruitment and retention program for County volunteer Fire and EMS organizations;

Meets with volunteer organizations, teams, and committees to identify recruitment and retention needs and develops appropriate plans to implement these;

Serves as a facilitator for County and volunteer appointed committees and study groups; works with outside agencies such as Virginia Office of EMS, Department of Fire Programs, and surrounding jurisdictions to enhance countywide recruitment efforts with volunteer emergency services;

Serves as a resource person for individual companies and squads to address specific recruitment or retention related needs; attends community functions to further the recruitment and publicity of the County volunteer program; serves as an advocate for volunteer organizations;

Interviews the volunteer applicants and covers the process to assure those candidates are aware of what is expected;
conducts interviews with new members and members that resign to determine ways to improve volunteer programs;
Manages and coordinates special events and projects for recruitment;
Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;
Must have valid Virginia Driver's License;
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of fire and EMS administration, records and reports, modern training and firefighting techniques; thorough knowledge of the laws and regulations relating to the emergency response and training; comprehensive knowledge of fire and EMS operations, laws and regulations; ability to plan, layout and review the activities of a fire and EMS department; ability to exercise sound judgment in emergencies; ability to analyze the effectiveness of a fire and EMS organization and to institute improvements; ability to prepare and review reports; ability to establish and maintain satisfactory working relationships with subordinates, other officials and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in fire science, emergency management or related areas and extensive management experience.

SPECIAL REQUIREMENTS:

Must have certification as State Firefighter II, Hazardous Materials Awareness and Operations, EVOC S-3, and EMT-B. Fire Officer II, Fire Instructor II, and state adjunct instructor preferred. The successful incumbent who possesses EMT-B will be required to complete and maintain EMT Intermediate or Paramedic within 24 months of appointment.