

**CITY OF KENNEWICK**  
**CAPTAIN/EMS OFFICER**

**MISSION:**

The primary mission of all employees is to provide the citizens of Kennewick with the most efficient and effective service possible. Salaries are paid by the taxes, revenues, and users fees collected from the citizens of Kennewick. Each employee is expected to treat all people with the courtesy and respect due them at all times.

**GENERAL STATEMENT OF DUTIES:**

Under general supervision from the Training Chief, plans, organizes, coordinates technical work in the Training Division relating to EMS, and performs related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:**

Under general supervision and direction from the Training Chief, the EMS Captain performs responsible supervisory duties within the department, including direct and indirect supervision and coordination of activities of Paramedics and EMT's within the department. To provide the coordination between the Medical Program Director Physician, Benton County EMS Coordinator, Paramedics, and the EMT's of the department in areas of training, continuing education, EMS quality assurance (run reviews), reports, and certification requirements.

**EXAMPLES OF WORK PERFORMED:** (Illustrative Only)

Coordinates and supervises technical work in the EMS Division of the department; work with the Training Chief of the department in the preparation of the Division budget relating to EMS, and to administer assigned areas of the Division Budget.

Performs department disaster planning with the department Training Chief and other City and County departments. Instructs personnel in the methods, principles, practices, and techniques of emergency medical training. Insures that proper medical procedures are followed and that personnel are continually ready to provide the best possible level of medical services. Obtains, modifies, and develops training materials which emphasize the latest developments, and presents principles of medical service delivery; coordinates medical training programs within the department's Training Division and with shift personnel to avoid scheduling conflicts; establishes and maintains files of various EMS records. Evaluates personnel on progress in EMS training programs; tests personnel on EMS knowledge. Assists the Training Division in special projects and coordination of equipment evaluation, specifications, and repairs; makes public presentations on EMS procedures and methods; may be called upon to assume a Command position at an EMS incident scene under the direction of an Incident Commander. The EMS Captain will not normally be assigned fire suppression activities in a supervisory capacity. Respond in the ambulance as needed to observe compliance to procedures, and can assist in advanced life support medical treatment as required within guidelines provided by approved protocols. Drives emergency vehicles and operates department emergency medical equipment; provides random evaluations of Paramedics and EMT's on the emergency scene. Assumes the responsibility for any other tasks or duties as may be designated by the Chief and/or Training Officer.

## **EMPLOYEE STANDARDS:**

Must have completed those Fire Science classes necessary for a two-year degree from a recognized college in Fire Science. These classes should include: Fire Tactics, Fire Administration, Fire Inspection, Hazardous Materials I, Hazardous Materials II, Fire Investigation, Building Construction, Fire Protection Equipment, and Fire Tactics II. Must also have three years of service as a full paid Fire Fighter in a fire department of 50 personnel or greater. Ability to effectively read and write the English language. Good knowledge of modern fire fighting principles, practices, techniques, equipment and procedures; good knowledge of Fire Department standard operating procedures; good knowledge of the chemistry and characteristics of a variety of fires; considerable ability to follow and carry out specific oral and written instructions; ability to promote harmony, exercise sound judgement and cooperate with and maintain effective working relationships with fellow employees, other officers and the general public; ability and strength to perform prolonged, hazardous, and arduous work under adverse emergency conditions such as smoky or cramped surroundings; ability to move and lift heavy objects or people; ability to accurately and efficiently complete records and reports; and must maintain oneself in good physical condition throughout the term of employment.

Considerable knowledge of modern EMS procedures and protocols; ability to communicate effectively both orally and in writing; ability to develop comprehensive and informative training programs, and to effectively instruct department personnel on assigned EMS training programs; ability to exercise effective leadership. Maintains discipline, promotes harmony, exercises sound judgement and establishes effective working relationships with fellow employees, other Officers, and the general public; and maintains oneself in good physical condition throughout the term of employment.

### **General:**

Must be a non-user of tobacco or tobacco products.

## **PHYSICAL ACTIVITY REQUIREMENTS:**

To perform essential functions of the job, incumbents must be able to perform the following: Stooping, kneeling, crawling, crouching, reaching, climbing, standing, walking, pulling, pushing, grasping, seeing, hearing, and lifting.

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

## **SPECIAL REQUIREMENTS:**

Must pass comprehensive written and oral examination and other tests prescribed by the Civil Service Commission. Must possess a Level I Washington State Fire Service Instructor Certificate or equivalent. Must possess a valid Washington State or National Registry Paramedic certification. Must obtain a valid Washington State Driver's License prior to employment. Must have successfully completed an approved Washington State Fire Fighter apprenticeship program of at least three years in length.