CRESTED BUTTE FIRE PROTECTION DISTRICT

Emergency Medical Services | Fire | Community Risk Reduction
300 County Road 317 | P.O. Box 1009 Crested Butte, CO 81224
Phone: (970) 349-5333 | Fax: (970) 349-3420
Website: www.cbfpd.org

Job Description
EMS Training Captain

Employment Status:	Full-Time
Reports to:	EMS & Fire Chief
Typical Schedule:	40 hours/week including days, nights, and weekends
FLSA Status:	Non-exempt employee engaged in fire protection activities
Salary Schedule:	Starting at $91,350 – 116,725 DOQ/DOE

Position Summary

The EMS Training Captain is a senior leadership position and serves as the District's primary leader for EMS education, clinical competency, professional development, and EMS training systems. The Captain leads, develops, administers, and evaluates these programs while maintaining operational responsibilities as an EMS Captain.

Supervision Received

Works under the direct supervision of the EMS & Fire Chief. May be supervised by Assistant Chief.

Supervision Exercised

Provides ongoing supervision and evaluation of assigned volunteers, part-time and full-time employees during assigned shift.

Essential Duties and Responsibilities

- EMS training program development
  - Develop, implement, administer, and continuously evaluate a comprehensive EMS training program aligned with District operational needs, standards, protocols, and regulations.
  - Coordinate the annual EMT initial education program, onboarding and field training for EMTs, paramedics, recruits, and trainees.
  - Plan, deliver and assess continuing education, skills training, simulation, and scenario-based exercises, with current curricula, lesson plans, competency checklists, and assessments.
  - Coordinate training with District fire training to promote integrated fire/EMS response.
  - Coordinate training with regional agencies, hospitals, medical direction, educational institutions, and other partners when appropriate.
- Clinical competency and quality improvement
  - Evaluate clinical competency through skills assessment, scenario evaluation, practical examinations, and feedback; coordinate remediation when competency is not demonstrated.
  - Coordinate with the medical director on clinical education, protocols, emerging practices, equipment, and medications; identify trends and performance gaps, incorporate findings into training.
  - Support QA/QI initiatives to improve patient care, documentation, and clinical decision-making.
  - Maintain current knowledge of prehospital emergency medical services, resuscitation, critical care concepts, clinical technology, evidence-based practice, and applicable regulations and standards, and incorporate new information into training.

- Leadership, supervision, and professional development
  - Promote a professional work environment based on respect, accountability, and teamwork; serve as a role model; and support initiatives of the EMS & Fire Chief and command staff.
  - Mentor and develop FTOs, instructors, officers, and other personnel; participate in officer development and succession planning.
- Operational response and incident leadership
  - Respond immediately when dispatched within the Crested Butte Fire Protection District and on mutual-aid assignments as an EMS officer or other operational role.
  - Provide incident leadership consistent with District incident command practices.
  - Provide or coordinate advanced emergency medical care per District protocols, medical direction, and Colorado EMS requirements; function as a paramedic when assigned and maintain clinical competency.
  - Operate District emergency vehicles as authorized; receive, interpret, and relay fire and EMS information; and operate radios and communications equipment.
  - Maintain operational readiness; organize and participate in drills, exercises, and preparedness activities; attend EMS and related classes; and assist with major incident planning, special events, and multi-agency operations.
- Administration, budget, and resource management
  - Develop, administer, and monitor the EMS training budget; research and recommend training equipment, technology, and methods; assist with grants and procurement.
  - Maintain accurate training records, certifications, competency evaluations, remediation activities, and required reports.
  - Assist with development and revision of EMS policies, standard operating guidelines, and procedures.
- Safety, compliance, and risk management
  - Ensure EMS training and operations comply with local, state, and federal requirements and District policies.
  - Promote a strong safety culture; and support District health, wellness, resilience, and fatigue management initiatives.
  - Identify hazards and unsafe practices and communicate concerns through the chain of command; participate in incident reviews, training evaluations, safety initiatives, and after-action processes when assigned.
- Community and regional collaboration
  - Maintain positive, professional relationships with the public, District members, partner agencies, community stakeholders, and represent the District professionally.
  - Support community education programs involving CPR, first aid, emergency preparedness, and public safety.
  - Participate in regional EMS committees and advisory groups as assigned.
- Other duties
  - Maintain required fire and EMS certifications and licenses and meet District continuing education and mandatory training requirements.
  - Participate in District meetings, committees, special projects, and strategic initiatives.
  - Assist other divisions when operationally necessary; and perform other related duties as assigned by the EMS & Fire Chief.

Minimum Qualifications

- 5 years' previous experience as a career paramedic
- Colorado Paramedic certification or license
- High school diploma or GED equivalent; bachelor's degree or higher in any field or equivalent education
- Current BLS (CPR), ACLS, and PALS certification
- Colorado Fire and EMS Instructor I or EMS Primary Instructor
- Current valid Colorado driver's license
- Basic Incident Command System (ICS) training
- Previous teaching experience

Preferred Qualifications

- IBSC Critical Care certification
- Master's degree in related field
- AHA ACLS/PALS/BLS instructor
- ACPE SPO or MPO designation
- Intermediate (ICS-300) or Advanced (ICS-400) training
- Hazmat Awareness/Operations
- Firefighter I certification

Necessary Knowledge, Skills, and Abilities

- Working knowledge of:
  - Front line supervision; policy, standard operating guidelines, Microsoft Office, and data collection/analysis
  - Emergency medical and resuscitation techniques and their application; clinical education and evidence-based practice; simulation-based training
  - Tracking of EMS certifications and continuing education; documentation and chart reviews
- Ability to:
  - Supervise the application of standard emergency medical techniques to specific situations; monitor EMS clinical competency and skills verification
  - Review and make suggestions for protocol revisions
  - Provide verbal and written instructions to subordinates and communicate effectively
  - Establish effective working relationships with members, other agencies, and the public
  - Successfully perform all physical requirements of the job
  - Perform the duties of Interior Firefighter as specified by the AHJ within 3 years of hire

Special Requirements

- Must be at least 21 years of age
- Must successfully complete the District physical ability evaluation and fit-for-duty physical exam
- Must meet insurability requirements of the District insurance carrier
- Must be able to operate electric powered and hydraulically powered tools and equipment
- Must submit to driver's license check and national criminal background check

Selection Guidelines

May include any or all of the following: formal application; written test; practical skills examination; physical ability test; oral examination; criminal background/driver's license verification and check. Following a conditional offer of employment, successful completion of the fit-for-duty physical and drug screen may be performed.

Evaluation Period

All new or promoted employees complete an evaluation period of at least six months. Upon meeting all minimum and essential qualifications and after receiving a position performance review, the employee will be considered fully qualified to perform their role.

Tools and Equipment Used

Emergency medical apparatus, equipment, and patient care supplies; cardiac monitors/defibrillators; patient movement and lifting equipment; oxygen, airway, and intravenous/medication equipment; radio and pager; computers, tablets, and mobile devices; simulation mannequins and equipment; audiovisual equipment; and other equipment necessary to provide and teach emergency medical services.

Physical Demands

The physical demands described here are representative of those that must be met by any member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must be able to:

- Lift, carry, push, and move patients of varying weights using appropriate equipment; frequently lift and carry EMS equipment up to 50 lbs; and assist with heavier patients and equipment using personnel and mechanical assistance
- Perform CPR for sustained periods (up to 15 minutes), defibrillation, and other emergency medical procedures requiring fine motor coordination
- Kneel, squat, bend, stoop, crawl, reach, climb stairs, and work in confined or awkward positions; enter and exit ambulances and emergency vehicles; remain physically active for extended periods; and work in adverse conditions, including extreme temperatures, precipitation, darkness, smoke, and uneven or unstable terrain
- Demonstrate sufficient visual (close, distance, color, and peripheral vision, depth perception, and focus adjustment), auditory, and fine-motor capabilities to perform patient assessments, administer medications, establish vascular access, manage airways, operate equipment, read monitors, and communicate effectively
- Wear required personal protective equipment and safely operate emergency vehicles and equipment

When assigned to fire suppression or other specialized emergency operations, the employee must meet the physical and operational requirements established by the District for those functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and member and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Crested Butte Fire Protection District maintains a drug-, alcohol-, and tobacco-free environment.