



**JOB ANNOUNCEMENT**

**JOB TITLE:** Captain - EMS

**Posting Date:** 11/1/2024

**DEPARTMENT:** Emergency Medical Services

**Close Date:** 11/15/2024

**FLSA:** Non-Exempt

**Grade 12 – Captain - EMS**

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1872 Base	\$52,704.00	\$54,021.60	\$55,372.50	\$56,756.70	\$58,176.00	\$59,630.40	\$61,120.80	\$62,649.00	\$64,215.00	\$65,820.60
Hourly	\$ 28.15	\$ 28.86	\$ 29.58	\$ 30.32	\$ 31.08	\$ 31.85	\$ 32.65	\$ 33.47	\$ 34.30	\$ 35.16
OT	\$13,176.00	\$13,505.40	\$13,843.13	\$14,189.18	\$14,544.00	\$14,907.60	\$15,280.20	\$15,662.25	\$16,053.75	\$16,455.15
Hol	\$ 1,689.23	\$ 1,731.46	\$ 1,774.76	\$ 1,819.13	\$ 1,864.62	\$ 1,911.23	\$ 1,959.00	\$ 2,007.98	\$ 2,058.17	\$ 2,109.63
Hol - NW	\$ 2,702.77	\$ 2,770.34	\$ 2,839.62	\$ 2,910.60	\$ 2,983.38	\$ 3,057.97	\$ 3,134.40	\$ 3,212.77	\$ 3,293.08	\$ 3,375.42
Sal	<b>\$70,272.00</b>	<b>\$72,028.80</b>	<b>\$73,830.00</b>	<b>\$75,675.60</b>	<b>\$77,568.00</b>	<b>\$79,507.20</b>	<b>\$81,494.40</b>	<b>\$83,532.00</b>	<b>\$85,620.00</b>	<b>\$87,760.80</b>

Starting pay grade: Step 1 – Step 5

Appointments above the minimum grade/step will be made based on the qualifications or prior experience.

**BENEFITS**

- 3.616 hours of paid vacation per pay period (26 pay periods a year). Hours increase with years of service.
- 3.688 hours of paid sick leave per pay period (26 pay periods a year).
- Thirteen (13) paid holidays plus (1) additional paid floating holiday per year.
- County paid benefits: Cigna Healthcare, Dental – MetLife
- Healthcare flex spending account: \$300.00 County contribution based on board approval.
- Voluntary Benefits: Vision, Additional Whole Life Insurance, short-term disability, Cancer & Accident.
- Retirement through North Carolina Local Government Employees Retirement System. Employee Contribution – 6% and County Contribution – 13.66%
- The County contributes 5% of the employee’s annual salary into a 401(K) plan after completing the probationary period of 6 months.
- Merit/Performance increase after 1 year of service.
- Longevity Pay Supplement: After 3 years of creditable service, employees receive an annual longevity payment (as approved by the Board of Commissioners). The amount is based on years of service.
- Tax Deferred Programs: 401(k) and 457(B). Retirement and Health Care deductions are established under pre-taxed provisions.
- Prior Service Credit: Previously accrued sick leave from NC State and NC Local Government agencies will also be recognized.
- Tuition Assistance - \$500.00 annually

**Benefits are based on 2024-2025 compensation plan and are subject to annual approval.**

**Apply online at:**

[www.camdencountync.gov](http://www.camdencountync.gov)



**Position Summary:** Provide shift supervision and administrative duties that ensure the proper delivery of emergency and non-emergency pre-hospital medical services including but not limited to maintaining records and files, preparing reports, scheduling crew members, mentoring, training, quality improvement, mass casualty management, coordinating activities with other emergency service agencies and related work as apparent or assigned. Continuous supervision is exercised over all personnel within the team. Duties are performed under general supervision of the Emergency Medical Services Chief.

**Education and Experience:**

- Certification by the State of North Carolina as a Paramedic, or the ability to obtain reciprocity.
- Must possess a valid driver's license.
- AHA ACLS, PALS, BLS CPR within 90 days.
- PHTLS/ITLS must be obtained within 1 year of hire.
- Emergency Vehicles Operations Course or equivalent within 90 days of hire.
- Possession of Hazardous Materials Awareness certification within 90 days of hire.
- Possession of NIMS/ICS 100, 200, 700, and 800 within 90 days of hire.
- Possession of ICS 300, 400, and IS 2200 to be obtained within one year of hire.

**QUALIFICATIONS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

**Required Knowledge and Skills**

**Knowledge of:**

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Symptoms of medical emergencies and appropriate responses to such conditions.
- Arithmetic computations and formulas.
- Principles and practices of advanced emergency medical procedures, and patient assessment techniques.
- Operation, preventive maintenance, and minor repair of vehicles and equipment.
- Safety practices, safe work methods, and safety regulations pertaining to the work.
- Computer applications related to work.
- Applicable laws, codes, and regulations.
- Correct business English, including spelling, grammar, and punctuation.
- Techniques for dealing with a variety of individuals from various ethnic and social backgrounds.

**Skill in:**

- Planning, organizing, supervising, reviewing, and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Evaluating patient's conditions and rendering proper emergency medical care including administration of emergency medications.
- Operating emergency vehicles, responding quickly and effectively in emergency situations.



- Communicating effectively, orally and in writing.
- Reading and interpreting medical information.
- Estimating necessary materials and equipment to complete assignments.
- Using initiative and independent judgment within established procedural guidelines.
- Preparing records and reports of work performed.
- Working successfully with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds.
- Contributing effectively to the accomplishment of team or work unit goals.

**ESSENTIAL FUNCTIONS:** *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

1. Supervises, reviews, and evaluates the work of staff on an assigned shift.
2. Supervises work in process; makes field decisions regarding modifications; provides technical advice to staff and solves operational problems.
3. Respond to all Priority 1 EMS calls.
4. Ensures units are staffed for the current shift.
5. Ensures units are staffed for the oncoming shift.
6. EOC: Helps staff the Emergency Operations Center.
7. Updates the EMS schedule as needed.
8. Safety and risk management.
9. Ensures all equipment is in working order, all units are inspected, and clean inside & outside each shift.
10. Member of the Incident Command System when responding to calls for service.
11. Participates or coordinates EMS quality assurance and quality improvement.
12. Trains staff in work procedures; recommends discipline as required.
13. Assists in developing and implementing goals, objectives, policies, procedures, and work standards for assigned activities and programs.
14. Ensures proper daily inventory of required supplies.
15. Performs necessary basic and advanced life support on sick, or injured, persons at the sites of emergencies or en route to hospitals or medical facilities.
16. Maintains a daily log of responses; completes reports of work performed; completes forms and maintains accurate maintenance records.
17. Demonstrates courteous and cooperative behavior when interacting with the public and staff; acts in a manner that promotes a harmonious and effective workplace environment.
18. Assists with the training, mentorship, and evaluation of emergency medical technicians; assists with pre-employment testing as assigned.
19. Attends and represents the organization at professional meetings and organizations as assigned by the Emergency Medical Services Chief.
20. Plans, organizes, directs, and monitors the activities of the field EMS staff on assigned shifts.
21. Provides backup staffing on an as-needed basis.



22. Respond to complaints, questions, and information dealing with field EMS staff, keeping the Emergency Medical Services Chief abreast of all situations.
23. Performs related duties as required.
24. Performs other duties as assigned by the emergency medical services Chiefs.

#### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This position must be physically able to perform heavy work exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects, including the human body. Requires mental acuity, including the ability to make rational decisions through sound logic and deductive processes, the ability to express ideas by means of writing and the spoken word, and the visual acuity to prepare and analyze data and figures, perform accounting functions, operate a computer terminal, operate a motor vehicle, occasionally under emergency conditions, at high speeds for prolonged periods of time; do extensive reading and use measurement devices.

Work is subject to both inside and outside environmental conditions. The employee is subject to hazards in the emergency medical services work, including working in both inside and outside environmental conditions, extreme temperatures, hazardous fumes, dust, odors, mists, and gases, and working in close quarters. Work may expose the employee to human blood or body fluids, and thus the job is subject to the OSHA requirements on blood-borne pathogens.

**Please Note:** A criminal background and driving record check will be conducted and a pre-employment drug test is required.

#### **Disclaimer**

The above job description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

***Camden County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

***Equal Opportunity Employer - Camden County does not discriminate on the basis of race, age, sex, religion, color, national origin, sexual orientation, biological sex, gender identity, citizenship, marital status, veteran's status, disability, handicap, genetic information or any other personal characteristic protected by law.***

***Camden County participates in E-Verify. We will provide the Social Security Administration, and if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization. Please note that we do not use this information to pre-screen job applicants.***

[E-Verify Notice](#)

[Right to Work Notice](#)