



## JOB AD FOR

# CAPTAIN

## BARABOO DISTRICT AMBULANCE SERVICE

Baraboo District Ambulance Service

120 Fifth Street

Baraboo WI 53913

[www.barabooems.com](http://www.barabooems.com)

BDAS is an Inter-Municipal EMS District agency that provides both 911 emergency services and inter-facility transports for eight municipalities under an 11-member BDAS Commission. The District is comprised of the City of Baraboo, Village of West Baraboo, and townships of Baraboo, Greenfield, Fairfield, Freedom, and part of the townships of Excelsior and Sumpster. BDAS provides 911 coverage at the Paramedic level and holds the Critical Care Transport Paramedic endorsement for inter-facility transportation. BDAS is also part of Baraboo Rope Rescue, along with the Baraboo Fire Department. The technical rescue skills of Baraboo Rope rescue are utilized in variety of applications, with the team most often deployed at Devil's Lake State Park.

BDAS has approximately forty (40) full time and part time employees, consisting of a Chief/ EMS Director, Deputy Chief, Finance Director, Human Resources Director, (3) Captains, (6) Acting Lieutenants, Critical Care Paramedics, Paramedics, AEMTs and EMTs.

### **Position Purpose and Summary:**

The Captain provides daily coordination and supervision of Lieutenants, shift EMTs, AEMTs, Paramedics, and Critical Care Paramedics (both full- and part-time). This job is a mid-level management position and includes duties which are supervisory in nature.

### **Essential Duties and Responsibilities:**

The following duties are considered normal and representative of activities required to be performed for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

#### Organizational Responsibilities:

- Ensure a safe working environment by identifying and addressing workplace hazards for EMS personnel in various types of working environments, as reasonably expected.

- Maintain ability to practice emergency pre-hospital medicine within the scope of practice set forth by the State of Wisconsin's Administrative Law and BDAS protocols, as approved by the Medical Director.
- Acts as the decision maker for day-to-day operations issues, including, but not limited to crew assignments, maintenance, etc.
- Allocate resources and personnel to provide the best coverage for EMS incidents as they occur, and plan for immediate future needs.
- Coordinate inter-facility transfers.
- Respond to EMS incidents to provide patient care, facilitate, supervise, and support to BDAS personnel.
  - Initiate triage and management of multiple patient incidents.
  - Identify the need for additional resources at EMS incidents and access such resources as needed.
  - Initiate or work within the Incident Command System.
- Maintain current knowledge of local, state, and federal safety standards, rules, and regulations that govern or apply to Emergency Medical Services.
- Collect, record and tabulate data as directed to assist in the operational needs and business planning of Baraboo District Ambulance Service.
- Assist with complying with the State required Operational Plan.
- Assist with researching, writing, and applying for grants.
- Assist with development, writing, and updating of policies and procedures.
- Follow employee attendance requirements, based upon FMLA and FLSA parameters.
- Arrive to work at scheduled times and proper locations, ready to begin work and respond to calls at that allotted time.
- Maintain confidentiality of information deemed sensitive.
- Monitor service activities to assure specific line-item budget compliance.
- Function independently, but capable of interdependent relationships.

#### Equipment and Supplies:

- Participate with the research and purchase of vehicles, equipment, and supplies.
- Oversee records and maintenance of vehicles, equipment, and supplies to assure the highest level of service is available--and follows rules and regulations and are able to pass random inspections.

#### Public Relations:

- Organize and participate in Public Relation activities throughout the year, to include items such as:
  - Stand by events
  - School visitations
  - EMS week
  - Hospital contacts
  - Breast Cancer awareness
- Fulfill customer service responsibilities as needed. Assure customer concerns are resolved in a timely manner.

#### Staff Supervision:

- Assign and direct daily work; ensure that employees follow work rules, policies, and procedures.
- Assist with training and orientation of employees and affiliates.
- At the end of the shift assure the following:
  - Reports have been completed by staff.
  - Employee tasks (rig checks, station cleaning, etc.) are completed before they leave the station.
- Create an environment that demonstrates teamwork and professionalism.
- Maintain cooperative relations with fellow employees.
- Assess employee needs and address problems and issues through an effective action plan.

#### Training:

- Attend meetings, conferences, and seminars to obtain and maintain primary management skills.
- Remain proficient in Advanced Life Support and can act in the capacity of a single paramedic—providing care for a multitude of patients in different care settings.

## **Basic Requirements**

- Minimum of 3 years of supervisory experience in an emergency medical services entity.
- State of Wisconsin licensed EMT-Paramedic with Critical Care Endorsement, with a minimum of 5 years of EMT-Paramedic experience.
- Possession of National Registry of Emergency Medical Technicians – Paramedic license.
- Valid Wisconsin driver's license or ability to obtain.
- State of Wisconsin EMS Instructor II preferred; required within one year of employment.

## **Physical Demands**

- Works in an office environment, sitting at a desk, using office equipment such as computer, printer, copier, fax, shredder, etc.
- Visual acuity sufficient to view work on a computer screen.
- Ability to travel to various meeting sites for seminars or continuing education courses, and to attend meetings at other locations away from the main office.
- Ability to function as paramedic on calls when necessary.
- Ability to lift and carry patients onto various patient movement devices; bending, stooping, walking on uneven surfaces, etc. (refer to "Physical Requirements of the EMT/Paramedic.")
- Ability to safely drive vehicles, including emergency transport vehicles.

## **General Knowledge and Skills Required:**

- Strong sense of professional and ethical behavior.
- Strong written and oral communication skills.
- Function independently as well as interdependently.
- Knowledge and ability to perform computer tasks using Microsoft Office products, including Word, Outlook, Excel, and other applicable job-specific software.
- Knowledge of EMS services and programs, program design, and planning, training, licensing requirements, and regulatory enforcement.

**The following tasks may be assigned to individual Captains, as opposed to all the Captains being responsible for the same item.**

- Maintain the shift/work schedule for the ambulance crews. (Currently utilizing the web-based scheduler software program.)
- Order uniforms and safety clothing for the employees.
- Maintain and facilitate preventative maintenance and repairs to small equipment, including monitors, pumps, vents, CPAP, glucometers, dopler, cots, etc. In addition, maintain compliance with radios and pager related items, including compliancy with FCC, Narrow Banding regulations, State guidelines, WISCOM, as well as coordinate the programming and repairs of the equipment.

**Estimated Annual Earnings (Based upon a rotating 24-hour shift resulting in an average 56-hour, regularly scheduled workweek):**

**\$68,124-\$71,452**

**Benefits offered for full time employees include:**

- Health Insurance
- Dental Insurance
- Retirement through Wisconsin Retirement System (WRS)
- Disability Insurance
- Life Insurance

**To Apply:**

Please send a resume and cover letter, along with the BDAS Employment Application form (found on our website at [www.barabooems.com](http://www.barabooems.com)), to:

Betsy Larsen, HR Director, [blarsen@barabooems.com](mailto:blarsen@barabooems.com)

or mail to:

Betsy Larsen, HR Director  
Baraboo District Ambulance Service  
PO Box 195  
Baraboo WI 53913-0195

**All application materials must be received no later than November 20, 2020.**

A review process of applications received will begin soon after the above date.

A background screen and drug test will be required of the final candidate as part of the offer process.

**EOE – BDAS is an Equal Opportunity Employer**

Captain, October 2020