



## HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Captain  
(22114)

Department of Human Resources  
PO Box 470  
Hanover, VA 23069  
Telephone (804) 365-6075  
Facsimile (804) 365-6334

Department of Fire and Emergency Medical Services  
(13)

**Revision Date:** June 2011

**General Description:** This is a skilled leadership position responsible for the provision of fire and medical services. The incumbent performs complex tasks to manage personnel functions, services, and equipment for an assigned division.

**Organization:** The Captain position reports to a Battalion Chief and supervises Lieutenants.

### **Essential Functions:**

- Supervises and coordinates staff and performs related human resource functions and paperwork.
- Assists in the formulation of annual operating budget.
- Develops division plans and operating procedures as needed.
- Responds to alarms of fires, hazardous materials incidents, and medical emergencies.
- Prepares written reports and maintains department records as required by the Battalion Chief.
- Communicates with staff and volunteers and enforces department regulations, policies, and directives.
- Fosters volunteer involvement and membership to support a combination career and volunteer system.
- Performs related work as assigned.

### **Working Conditions:**

- A. Hazards
  - May be exposed to all hazards associated with firefighting, EMS, and hazardous materials incidents.
- B. Environment
  - Field—Routine exposure to adverse weather, dust, smoke, noise, and fumes.
- C. Physical Effort
  - Must be able to perform physically demanding tasks in all weather situations.
- D. Exempt

**Knowledge, Skills and Abilities:** Must possess considerable knowledge of modern principles and techniques of firefighting, EMS training, fire prevention and working knowledge of Virginia Codes, equipment, training techniques, and personnel management. Must have the ability to prepare written and electronic reports. Requires ability to make quick, sound judgments in all situations.

**Education, Experience and Training:** High school diploma or equivalent required (associates degree in related field preferred) and credentials and certifications from appropriate Fire and EMS agencies with (3) years as career Lt. or equivalent, Fire Officer II, Managing Company Tactical Operations-Tactics or Mass Casualty Incident Management II, and additional training- **OR** - Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

### **Special Conditions:**

- Complete Criminal Background Investigation/Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Twelve-month probationary period
- Pre-employment Physical Examination & Drug Test and repeated regularly thereafter
- Maintain section specific certification requirements
- Work beyond normal work schedule
- Essential staff designation
- Must wear uniform
- Shall perform work at his/her VA Certified EMS provider level of training (EMT-B, EMT-Enhanced, EMT-I, EMT-P), upon clearance by department Operational Medical Director (OMD).