

Hardin County ESD #2. / Lumberton Fire & EMS

Job Description

Position Title: Captain / Shift Duty Officer (Dual Cert)
Employment Status: Full-Time
FLSA Status: Non-Exempt
Final Filing Date: TBD

Position Summary

The Captain/SDO is a working company officer who functions as a first-line supervisor responsible for the safe, effective, professional, and accountable operation of an assigned shift, station, company, or functional area. The Captain/SDO leads personnel during emergency and non-emergency operations; maintains crew, apparatus, equipment, and station readiness; supports high-quality patient care; administers training; enforces District policies and the chain of command; and develops personnel through coaching, evaluation, and corrective action.

The Captain/SDO serves as initial Incident Commander and exercises independent judgment in rapidly changing, hazardous, and high-consequence environments. The position requires visible leadership, sound decision-making, accurate documentation, and a commitment to a respectful one-team culture

This individual is also part of the team that will respond to support fire, EMS, rescue, and HAZMAT incidents. This individual is expected to perform emergency medical service (EMS) operations on an ambulance and transport patients to the hospital.

Essential Duties and Responsibilities

- Supports overall leadership and direction of operations for HCESD#2/Lumberton Fire & EMS.
- Supervises and mentors personnel at the fire station and emergency incidents.
- Serves as the Initial Incident Commander for emergency incidents until relieved by a Senior Officer
- Completes and reviews incident reports, patient care reports, staffing records, timekeeping, leave documentation, equipment logs, training records, injury reports, and other assigned records.
- Enforces District policies, SOGs/SOPs, medical protocols, safety requirements, and lawful orders.
- Supports compliance with applicable requirements of the Texas Commission on Fire Protection (TCFP), Texas Department of State Health Services (DSHS), Medical Director, and records-retention schedules.
- Ensures staff compliance and competency with emergency medical transport regulations, protocols, policy/procedures, Standard Operating Procedures, and Standard Operating Guidelines.
- Keeps Chief Officers informed of significant operational, safety, compliance, or service-delivery issues.
- Models professional conduct, ethical decision-making, teamwork (paid/volunteer), respectful communication, and support for the established chain of command.
- Manages an assigned program, inventory, committee, project, and provides timely status reports.
- Provides patient assessment, treatment, and transport per Texas DSHS rules, local protocols, and department guidelines.
- Responds to fire, EMS, rescue, hazmat, and other all-hazards incidents as assigned.
- Participates in training, drills, and continuing education to maintain readiness.
- Conducts shift checks of apparatus/equipment and reports deficiencies through the chain of command.
- Assists with station, facility, apparatus, and equipment care/maintenance within assigned scope.
- Participates in pre-incident planning and community risk reduction activities.
- Maintains assigned PPE and respiratory protection in serviceable condition.
- Operates department vehicles/apparatus when trained/authorized.

- Ability to maintain required certifications and continuing education as a condition of employment.
- Works effectively as a team member in a fire/EMS combination department (full-time/part-time/volunteer), maintaining professionalism, clear communication, and mutual support on incidents and at the station.

Minimum Qualifications

- High school diploma or GED equivalent
- Valid Texas driver's license; obtain/maintain Texas Class B Exempt within 90 days of hire
- Texas Commission on Fire Protection (TCFP) Basic Structural Fire Certification
- Texas Department of State Health Services EMT certification
- At least five years of fire-service experience, including experience in a career, combination, or comparable emergency services organization.
- Two years of past leadership experience
- Completion of FEMA/NIMS ICS-100, ICS-200, IS-700, and IS-800.

Preferred Qualifications

- TCFP Intermediate, Advanced, or Master Certification
- TCFP Fire Officer II
- TCFP Fire Instructor II
- TCFP Incident Safety Officer
- Texas DSHS Paramedic certification
- Associate or bachelor's degree in fire science, emergency management, public administration, emergency medical services, leadership, or a related field.
- NIMS ICS 300 and ICS 400
- Experience as a Lieutenant, acting officer, Shift Duty Officer, field training officer, or program coordinator.

Additional Information

- Physical demands include working in extreme heat/cold environments/hazardous environments and wearing PPE (bunker gear) and respiratory protection for extended periods.
- Working conditions are primarily in a fire station environment but routinely include exposure to physically and mentally stressful situations as well as extreme temperatures, contaminated atmospheres, adverse weather conditions, confined areas, and similar conditions related to the primary responsibilities of this position.
- Must be able to lift/carry/move equipment and patients; frequent bending, kneeling, climbing, and working in confined spaces.
- Performs strenuous work for extended periods and lifts, carries, drags, raises, or moves patients, hose, ladders, tools, and equipment, with or without team assistance and mechanical devices.
- Must maintain the vision, hearing, speech, coordination, mobility, and situational awareness necessary for safe emergency operations and vehicle response.
- Works days, nights, weekends, holidays, extended shifts, and mandatory overtime or recall when operationally required
- Must complete all credentialing within 90 days of employment.
- Pre-employment: drug screening, fit-for-duty physical, and background investigation as required.

This job description serves as a general overview of the responsibilities and requirements for the Captain/SDO position and is not intended to be all-inclusive. Additional duties may be assigned as necessary to support District goals and objectives.