

# Hardin County ESD #2 / Lumberton Fire & EMS

## Job Description

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

## **Position Summary**

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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 ALS emergency medical service (EMS) operations on an ambulance and transport patients to the hospital.

## **Essential Duties and Responsibilities**

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- 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 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, SOPs/SOGs.
- 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 education and guidance to staff on performance improvement. Supports in-service staff training.
- Implements and revises protocols in coordination with the Asst. Chief of EMS Division and Medical Director.
- Ensures staff compliance and competency with emergency medical transport regulations, protocols, policy/procedures, Standard Operating Procedures, and Standard Operating Guidelines.
- Performs quality assurance reviews of patient care reports, analyzes clinical data, and provides feedback.
- Provides ALS patient assessment, treatment, and transport per Texas DSHS rules and local protocols.
- Conducts shift checks of apparatus/equipment and reports deficiencies through the chain of command.
- Responds to fire, EMS, rescue, hazmat, and other all-hazards incidents as assigned.
- Participates in training, drills, and continuing education to maintain readiness.

- 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 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**

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- High school diploma or GED equivalent
- Valid Texas driver's license; obtain/maintain Texas Class B Exempt within 90 days of hire
- Texas DSHS Paramedic certification
- At least five years of experience as an in-charge Paramedic for a 911 service, 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**

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- Texas Commission on Fire Protection Basic Structural Fire Certification
- Associate or bachelor's degree in fire science, emergency management, public administration, emergency medical services, leadership, or a related field.
- NIMS 300 and 400
- DSHS EMS Instructor certification
- Advanced-level medical credentials such as Critical Care Paramedic
- Experience as a Lieutenant, acting officer, Shift Duty Officer, field training officer, or program coordinator.

### **Additional Information**

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- Physical demands include working in extreme heat/cold environments/hazardous environments and wearing PPE 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, 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 EMS Captain/SDO position and is not intended to be all-inclusive. Additional duties may be assigned as necessary to support District goals and objectives.*