



495 Apex Valley Rd. / PO Box 638

Black Hawk, CO 80422

Phone: (303) 582-5499

Fax: (303) 582-3390

Logistics Captain

Gilpin Ambulance Authority maintains job descriptions for each position in the department's organizational structure. Upon hiring or promotion, all employees will be provided with the description of the position into which they have entered. Job descriptions will contain, but will not be limited to:

- Position title
- Description of basic position functions and duties
- Reporting relationships and authorities
- Required knowledge, skills, and physical and mental abilities

Job descriptions are not to be construed as a contract, except as required by law, and do not function as a limit to the duties which can be assigned to the employee.

All qualifications listed in the "Additional Qualifications" section must be obtained within one year of hiring or promotion unless otherwise indicated. Employees who fail to obtain all "Additional Qualifications" within the appropriate timeframe or fail to maintain those certifications throughout the duration of their employment with GAA will be subject to disciplinary action up to and including termination for failure to meet the requirements of their position.



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Logistics Captain

Supervisor	Chief
Directs	Full-time and PRN EMTs, AEMTs, and Paramedics
FLSA Status	Non-Exempt
Pay Range	\$74,459.67 - \$101,208.64

Job Qualifications

- Current CDPHE Paramedic Certification or Licensure
- Current CDPHE EMS Instructor Certification
- Current Colorado Driver's License
- Must not appear on CMS exclusion list
- AHA BLS for Healthcare Providers Certification
- Advanced Cardiac Life Support (ACLS) Certification (Instructor preferred)
- Critical Care Paramedic or Flight Paramedic Certification (effective January 2025)
- Bachelor's degree in a healthcare or business-related discipline preferred

Additional Qualifications

- Pediatric Advanced Life Support (PALS) Certification (Instructor preferred)
- EVOC Certification
- FEMA NIMS ICS 100, 200, 300, 400, 700, and 800

Essential Duties, Functions, and Responsibilities

(The duties listed are intended only as illustrations of the various types of work that may be performed and are in no way construed or perceived to be exhaustive. The employee may also be required to perform additional functions and duties as assigned.)

Under the direction of the Chief, the responsibilities of employees in this classification include, but are not limited to:

- All functions listed in the Full-Time Paramedic job description
- Supervision of the assigned shift and all operational functions of GAA while on duty
- Respond to select calls for service as an additional provider per GAA Standard Operating Guidelines
- Serve as a productive member of the leadership team
- Promote a sense of camaraderie and goodwill amongst the employees, leadership, and partner organizations
- Serve as a liaison between partner agencies and GAA
- Ordering, stocking, and inventory of all supplies and equipment
- Maintenance of the electronic inventory and maintenance tracking platform (OperativeIQ)
- Assist the Chief with purchasing of capital items
- Monitoring and coordination of all maintenance for company vehicles and equipment
- Coordinate the ordering of uniforms and equipment for incoming and current employees
- Coordinate committees for equipment selection
- In cooperation with the Training Captain, develop educational materials for the use of all department equipment
- Related duties as assigned by the Chief

Required Knowledge, Skills, and Abilities

- Requires effective verbal and written communication skills as well as the ability to convey information clearly to large groups
- Requires the ability to maintain confidentiality regarding internal processes
- Requires the ability to function in a supervisory capacity for a group of workers including the ability to make decisions on procedural and technical levels



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- Requires the ability to read, speak, perform basic mathematics, and operate and control the actions of equipment and machinery
- Requires the ability to resolve conflicts between personnel and conflicts with other individuals with which the Captain may have disagreements or differences
- Requires the ability to follow the proper chain of command when addressing internal and external issues
- Requires the ability to accept constructive criticism and correction from leaders, peers, and subordinates without taking offense or considering it a personal attack
- Requires the ability to use computer software for operational and clinical tasks
- Requires the ability to demonstrate critical thinking and strong organizational skills
- Requires the ability to process information and complete tasks in a timely manner
- Requires the development of a service mindset regarding leadership

Work Environment: Physical Demands

Physical Ability: The tasks involved in this position require the ability to exert very heavy physical effort in very heavy work, typically involving some combination of walking, climbing, balancing, stooping, kneeling, crouching, crawling, and the lifting, carrying, pushing, and pulling of heavy objects and materials up to and sometimes above 100 lbs in weight.

- **Environmental Factors:** Performing the functions of this position may risk exposure to extreme heat, extreme cold, other extreme weather conditions, strong odors, smoke, strong and/or toxic chemicals, and dust or pollen.

ADA Compliance Statement:

The human-resources goal of GAA is to select and retain the best qualified applicant for each available job. An applicant's or employee's disability will not remove the application from consideration or current employee from his/her job if the applicant or employee is able to perform the essential functions of the job with or without reasonable accommodation unless such accommodation will result in undue hardship for GAA or pose a safety risk to the applicant, employee, or others. GAA complies with the American with Disabilities Act. If you require special accommodation in order to apply for this position, please contact Human Resources.



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Job Description Acknowledgement

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Cody Carroll
Chief

Chief Signature

Date of Issue

Employee Acknowledgment

I have read this job description (or had it read to me) and fully understand all my job duties and responsibilities. I am willing and able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department, and if so I will be required to perform such additional duties and responsibilities. If I have questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate Supervisor or the Chief.

Employee Signature

Print Name

Date