



JOB DESCRIPTION

JOB TITLE: Captain

JOB CODE: 0441

DEPARTMENT: East Fork Fire & Paramedic Districts

FLSA STATUS: Non-Exempt

REPORTS TO: Battalion Chief

SUMMARY OF JOB PURPOSE

Supervise, plan, coordinate, and monitor daily station operations; provides for efficient and effective emergency service delivery, training, prevention, and emergency management.

ESSENTIAL FUNCTIONS

1. Performs the duties of an EMT-Intermediate (or Paramedic if certified); performs all the duties of the position of firefighter; effectively coordinates activities with other stations, the general public, or as directed by the Battalion Chief.
2. Performs structure and wild land fire suppression, ventilation, rescue, salvage, overhaul, extrication, emergency medical support, hazardous materials response, other related functions; provides responsible and basic staff assistance as necessary.
3. Performs rescue efforts and determines tactics to use while ensuring the safety of all rescue personnel and observers; participates in search parties and enters hazardous environments; administers appropriate techniques to accomplish rescue.
4. Fills incident management roles as necessary, as assigned, and/or as required by District policy at a fire, medical, hazardous materials, technical rescue, and/or large scale emergency until relieved by a higher command authority.
5. Exercises supervision over line personnel (EMT-Intermediate/Firefighters, Paramedic/Firefighters, and volunteers) and insures staff 24/7 readiness for emergency response; informs subordinates of all bulletins, notices, and/or other pertinent information from previous shifts.
6. Trains, motivates, and evaluates firefighter and emergency medical service personnel in coordination with the Battalion Chief and Training Captain(s); works with employees to communicate and correct deficiencies; recommends individual and group training needs; provides input on performance evaluations; provides orientation for new employees; updates superiors on outstanding issues and suggests solutions that may rectify or improve the situation.
7. Serves as liaison with volunteer departments at assigned station; coordinates activities and work load assignments with station's Volunteer Fire Chief.
8. Completes regular tours of the station's response district to determine the best route to structural and wild land areas; locates sources of water and gas and power shut offs; identifies and implements opportunities for improving service delivery methods and procedures.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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9. Makes suggestions for goals, objectives, policies, procedures, and priorities for suppression and emergency medical service activities; identifies resource needs; recommends and implements policies and procedures.
10. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fire science, emergency medicine, and training.
11. Maintains records and prepares periodic, special, and/or technical reports relating to assigned area of responsibility; assists in preparing specifications for firefighting apparatus and equipment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or equivalent (GED) and four (4) years progressively responsible experience as a career firefighter and Emergency Medical Technician Intermediate, or higher, within East Fork Fire and Paramedic District. Associate of Arts or Associates of Science in Fire Science or a related field desirable; OR an equivalent combination of experience and training that would likely provide the required knowledge and abilities as determined and approved by the District Fire Chief. Paramedic experience preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals and legal documents; respond to common inquiries or complaints from customers and /or members of the business community; effectively present information to top management, public groups, and/or boards of directors; communicate effectively in writing on matters related to department operations; communicate effectively with individuals from a variety of different cultural and educational backgrounds, emotional states, and mental capacities; ability to rapidly shift communication styles.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form; select alternatives, project the consequences of proposed actions, enforce regulations, and protect the public consistent with regulations and department policies and procedures.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Ability to identify and solve problems; control situations involving irate and emotionally distraught persons; respond to and make decisions under stress of emergency and confrontation; make a written record of observations and actions taken; use a computer to enter and retrieve information.

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Knowledge of current methods, practices, and techniques of fire administration, prevention, and control including fire station management; principles and practices of supervision; policies, procedures, laws, and regulations governing fire control, prevention activities, and fire station operations; fire behavior and suppression techniques; universal fire vocabulary and expressive techniques; basic mechanical and building construction maintenance principles; the standard of care and documentation required for all procedures; universal safety precautions when providing medical attention; basic hazardous material and chemical spill response; geographical layout of the District and location of various fire suppression utilities; principles, practices, and methods of employee training.

Ability to use computer applications related to the work; develop and conduct classroom and practical training courses and programs; maintain accurate records and prepare clear and concise reports and other written materials; operate a variety of tools, equipment, and apparatus used in fire, medical, and other emergency response; communicate technical information to individuals and groups; establish and maintain effective working relationships with those encountered in the course of the work.

CERTIFICATES, LICENSES, REGISTRATIONS

Fire Officer I certification, Firefighter II, Emergency Medical Technician Intermediate, Fire Instructor I, current CPR card, Class B with "F" exemption driver's license. NWCG Wildland Red Card, Rope Rescue Operations level certification. EMT Advance (current or past) and NFPA Fire Officer I desirable. Must be able to pass a background and fingerprint check and meet the physical fitness requirements.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee frequently is required to climb ladders, advance charged hose lines, carry equipment both elevated and at ground level, and perform rescues below grade, elevated, or ground level. The employee must occasionally lift and/or carry up to 200 pounds; balance and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to outside weather conditions; frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The employee will be required to work under the pressure of dangerous situations, deadlines, and emergencies; is occasionally exposed to extreme cold, extreme heat, risk of electrical shock, and vibration; the noise level in the work environment is usually loud.

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I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

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