

CAPTAIN JOB DESCRIPTION

ADOPTED: JULY 18, 2018

REVISED:

GENERAL STATEMENT OF DUTIES

Plans, organizes, coordinates and directs the emergency and non-emergency activities of a fire suppression company; commands emergency response scenes; directs and performs a variety of staff support functions; plans, organizes, coordinates and performs related work as assigned. Captains serve at-will of the Fire Chief.

SUPERVISION RECEIVED

Works under the direction of the Fire Chief or designee, as set forth in the policy statements, rules, procedures and resolution. Independently applies administrative and operational techniques, procedures and policies to comply with general administrative direction and assure compliance with applicable Oregon Revised Statutes.

SUPERVISION EXERCISED

Exercises full supervision over subordinate personnel, associated activities and directs the technical and operational functions of the District for your assigned station. Responsibility to impose disciplinary action includes the independent authority to issue verbal reprimands, written reprimands and place personnel out of service.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Participates as a member of the management team and supports the overall policy process; encourages cooperation within the District and demonstrates creativity and innovation in the work setting.

1. Plans, coordinates and supervises activities of fire suppression company during emergency response and administrative activities.
2. Commands single and multiple-company responses to emergency fire, medical aid, traffic accident, hazardous material, rescue or other situations and functions as the Incident Commander, responsible for situation assessment, tactic and strategy development and implementation, and the deployment of personnel and equipment.
3. Makes determinations regarding requests for additional personnel, equipment and resources; personally performs a wide variety of fire suppression and medical treatment tasks in emergency situations.
4. Participates in company and District drills and training.
5. Assists in overall District planning, programming and administration; communicates and ensures understanding of the District's policies and procedures;
6. Completes special projects as assigned; participates in the development and implementation of departmental policies, procedures and standards.
7. Maintains discipline and develops documentation pertaining to employee performance; provides performance feedback and prepares performance reviews for assigned staff; counsels assigned staff on performance, training and personal development needs; inspects records and daily logs; inspects department facilities to ensure proper safety practices; interprets department policies, procedures and safety practices and ensures understanding and compliance.
8. Oversees the training and development of assigned company personnel to meet the goals and objectives of individuals and the overall goals of the department; oversees the training and development of volunteers and resident firefighters; participates in the selection and/or promotion process for volunteer staff.

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9. Function as a District duty officer on a rotating shift.

POSITION QUALIFICATION REQUIREMENTS

1. Knowledge of modern principles, practices and techniques of the Fire District's organization and operation, supported by the ability to determine their applicability and skills to apply them to particular problems and conditions.
2. Technical knowledge of District operations and ability to make sound tactical decisions quickly.
3. Knowledge of public administration, including purchasing, budget preparation and control; ability and skill to prepare and present intelligent written and oral reports.
4. Ability to plan, supervise and effectively coordinate the work of others.

EDUCATION AND EXPERIENCE

Typically demonstrated by possession of:

1. Five (5) years of progressively responsible fire service experience with a minimum of two (2) years at the Lieutenant Officer level.
2. Any other equivalent education and/or experience may be considered in lieu of the formal requirements listed above, at the sole discretion of the Fire Chief.
3. Proficient in verbal, electronic and written communications.

REQUIRED CERTIFICATIONS

1. Valid and insurable driver's license
2. NFPA Firefighter II
3. NFPA Instructor I
4. NFPA Fire Officer I
5. NFPA HazMat Incident Commander
6. Oregon EMR
7. S-215 Fire Operations in the Wildland/Urban Interface
8. NIMS ICS 100, 200, 300, 400, IS-700 and IS-800
9. Any other equivalent required certification and/or experience may be considered in lieu of formal requirements listed above, at the sole discretion of the Fire Chief.

DESIRABLE CERTIFICATIONS

PHYSICAL JOB REQUIREMENTS

Lift, drag or carry items up to and including a human being; work in protective clothing in temperatures in excess of ambient temperature or below 32 degrees F; perform clerical work, including prolonged sitting or standing; work under mental or physical stress; drive apparatus, including trucks, vans and cars; climb ladders; work in areas where good balance is required; work in confined spaces and/or wear self-contained breathing apparatus; crawl on hands and knees; perform medical aid duties; work in close proximity to others; perform house cleaning duties; perform repair and maintenance on facilities and equipment including apparatus; attend classroom and outside training sessions; make public presentations to all age groups.

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes of airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration, and extreme temperatures. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.