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| **Fire Captain** | | |
| **Job Description**  (last updated: 8/2019) | | |
| **Department:** | Public Safety | |
| **Position Reports to:** | Fire Chief |  |
| **Pay Grade:** | 20 | |
| **Employment Type:** | Full-time | |
| **Exempt/Nonexempt:** | Non-exempt | |
| **Description:** | Under the general direction of the Fire Chief, responds to fire alarms, medical emergencies, hazardous materials, urban rescue and other calls to protect life and property; participates in fire prevention and training; and maintains the fire station and firefighting equipment. Supervise, assign, review and participate in the work of part time Firefighter/EMT’s. Assists in meeting department mission, goals, and objectives. **Pay based on a 2912 annual schedule.** | |
| **Duties:** | **Essential functions:**   1. Plan, prioritize, assign, supervise and review the work of fire personnel. 2. Recommend and assist in the implementation of department goals and objectives and establish employee schedules. 3. Assist in the training of fire department personnel, both volunteer and paid, in all suppression activities, and in emergency medical techniques and medical field activities; maintain inventory of drugs and controlled substances. 4. Direct firefighting operations until relieved by a superior officer; respond to fire alarms as an incident commander, assuming responsibility for the supervision, performance, and safety of assigned firefighting personnel on the scene of an emergency incident. 5. Supervise and assist in rendering emergency medical services at an emergency incident; analyze and take command of patient care with full responsibility for the patient(s) until relieved by proper medical personnel. 6. Assist in coordination the maintenance and repair of fire equipment and apparatus such as hydrants, trucks and support equipment; ensure proper maintenance of station facilities; maintain station supplies. 7. Respond to fire alarms with assigned company or crew; participate in fire suppression activities including but not limited to; lay and connect hose; maintain pumping apparatus; hold nozzles and direct water streams; raise and climb ladders; ventilate burning structures; enter buildings to evacuate occupants. 8. Operate all types of fire apparatus and rescue equipment including portable fire extinguishers, pike poles, hand lines, smoke ejectors, salvage covers, forcible entry tools, aerial ladder equipment and emergency medical equipment. 9. Respond to emergency medical incidents such as auto accidents, gas system leaks, and animal in distress; analyze patient needs and administer advance emergency medical until relieved by medical personnel; may direct the activities of staff when responding to medical emergencies. 10. Preserve evidence at fire scenes. 11. Participate in fires station housekeeping and regular floor watch details. 12. Perform search and rescue of individuals in hazardous environments including collapsed buildings, auto accidents, hazardous materials spills and confined spaces. 13. Attend special instructions in firefighting and emergency medical techniques, perform drills with other engine company staff, including volunteers; become familiar with city layout, establish response routes and hydrant system; prepare and maintain a variety of firefighting preplan drawings and schematics. 14. Provide public information on fire prevention, CPR and career opportunities. 15. Must follow all safety procedures outlined in local, state and federal fire codes and regulations. 16. Cleans and services fire and EMS apparatus and maintains in condition of readiness. Maintains inventory of tools and equipment on fire and EMS apparatus. 17. Fills out necessary reports and keeps records, as required. Makes presentations to schools, clubs, scouting organizations, etc., as requested. | |
|  | All other duties as assigned. | |
| **Qualifications:** | Must be a high school graduate or equivalent. Must have successfully completed an accredited Fire Training Academy, or equivalent, at the Firefighter II level. Must have two-three years to experience as a Firefighter/EMT. College level course work in fire science, fire administration, or a related field is preferred. Must possess an EMT Intermediate certification. Must have completed ICS 110, 200, 300 & 700. Must have completed Haz Mat “Operational”. Must be Instructor I certified. Must have good leadership skills. Previous experience in supervision of employees preferred. Possession of an appropriate driver’s license on the date of application. Must meet current physical condition requirements on the date of appointment and maintain them thereafter as require by standard operating procedures.  **KNOWLEDGE, SKILLS, AND ABILITIES**  Ability to work in an emergency firefighting environment, or in medical emergency situations, including vehicle accidents, swift water rescues, mountain rescues and other types of medical and rescue emergencies; work in intense life-threatening conditions; exposure to fire encompassed surroundings, smoke, bodily fluids, swift water, heights, noise, dangerous persons and animals, natural and man-made disaster, hazards of emergency driving, hazards associated with traffic control and working in and near moving traffic. Must have the ability to understand both written and oral instructions and be able to communicate well both orally and in writing. Must be able to maintain a good working relationship with fellow employees and the public. | |
| **Physical Demands:** | Essential functions require maintaining physical condition necessary for running, walking, crawling, climbing, stooping and heavy lifting (up to 200lbs) while wearing heavy protective equipment in a hazardous environments; and work in inclement weather conditions. Must meet current physical condition requirements on the date of appointment and maintain them thereafter as require by standard operating procedures. Must live within 30 minutes of Fire Station. | |
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