

PONDEROSA FIRE DEPARTMENT

JOB DESCRIPTION

CAPTAIN

Effective Date: January 1, 2010

POSITION OVERVIEW:

The fundamental reason for this rank in the Fire Department is to lead and supervise all members of a respective fire station and the department, perform skilled fire fighting and emergency medical service work. Captains will recommend the appointment, lead and directly supervise the Jr. Captain, Lieutenant(s) and are responsible for ensuring all apparatus; equipment and the respective fire station is in a constant state of readiness. Captains will drill and instruct other members of the organization and are responsible for their performance at the scene of a fire or emergency medical incident. Performance is evaluation based and is reviewed regularly by the Chief Officers.

PHYSICAL REQUIREMENTS:

- Move objects between 20-50 pounds short distances (20 feet or more).
- Work in confined spaces such as attic crawl spaces.
- Work at heights greater than ten feet.
- Travel across wet, slippery, rough, uneven, or rocky surfaces.
- Tolerate extreme fluctuations in temperature while performing job duties.
- Work for long periods of time, requiring sustained physical activity and intense concentration.
- Bend or stoop repeatedly or continually over time to perform emergency medical services, or perform duties on the fire ground.
- Lift arms above shoulder level to cut vent holes with an axe or to force entry into automobiles using specialized tools.
- Perform duties requiring frequent pulling of 40 pounds or more, such as removing hose from apparatus, pulling ceilings, starting power equipment, and opening doors on the apparatus.
- Participates in physical fitness activities to maintain physical conditioning.

GENERAL FUNCTIONS:

- Communicates activities with the Command Staff and respective station members.
- Operates department Local Area Network (L.A.N.); and other technology based tools and equipment.
- Participates in the inspection and testing of fire service equipment.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

- Ensure weekly apparatus inspections are completed.
- Ensure respective station members are in accordance with the night time staffing guideline.
- Perform periodic station inspections and report needed repairs.
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- Maintain station and apparatus condition.

TRAINING RESPONSIBILITIES:

- Coordinate and ensure monthly station training sessions.
- Ensure station members are current on certifications.
- Focal point for station personnel's driver training program.
- Instructs and drills members in fire fighting and emergency medical service techniques to ensure minimum company standards are maintained.
- Ensure station personnel are familiar and proficient with the Fire Department's guidelines.
- Attends in-service classes in fire fighting, emergency medical services, and related duties.
- Maintains and improves certification levels as necessary and appropriate.

INCIDENT RESPONSIBILITIES:

- Responds to fire / medical incidents and other related emergency requests.
- Directs and coordinates emergency scene activities unless and until relieved of command by higher ranking Officer.
- Supervises search and rescue operations.
- Coordinates the laying of hose lines and the placement of ladders; directs pressure and use of water streams, and directs ventilation procedures, salvage operations, and overhaul activities.
- Administers emergency medical services to injured persons, including basic and advanced techniques to minimize injury.
- Supervises the keeping of fire apparatus and equipment in a state of readiness.
- Writes reports of all fires, related emergency activities, reports concerning the use of and condition of apparatus, related equipment, and supplies.

Required Knowledge, Skills, and Abilities:

Knowledge of:

- Fire fighting principles, practices, and procedures.
- Emergency medical service techniques.
- The geographical layout of the fire department district street names, numbers and hydrant locations.
- The operation and maintenance of various types of apparatus and equipment used by the fire department.
- Fire salvage and overhaul operations.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Enter data or information into a terminal, PC, or other devices.
- Train and instruct employees in modern fire fighting principles, practices, and procedures.
- Work cooperatively with other company employees and the public.
- Observe or monitor people's behavior to determine compliance with prescribed operating or safety standards, or to assess patient condition.
- Communicate orally with customers, clients, or the public in face-to-face one-on-one settings, or using a telephone.
- Understand and follow oral and written instructions in the English language.
- Rely on sense of sight and hearing to help determine the nature of an emergency and make operational decisions.
- Make life and death decisions during emergency situations.
- Comprehend and make inferences from written material in the English language.
- Work in a variety of weather conditions with exposure to the outdoor elements.
- Learn job related material through structured lecture and reading and through oral instruction and observation. This learning takes place in both a classroom setting and in an on-the-job training setting.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Observe or monitor objects to determine compliance with prescribed operating or safety standards.
- Use Self-Contained Breathing Apparatus and protective clothing to prevent exposure to hazardous materials and infectious diseases.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.
- Some positions require the use of personal or department vehicles on department business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record.
- SFFMA Basic and Instructor Level 1 / NFPA Instructor 1, or TCFP Basic firefighter / Instructor 1
- A minimum of 3 years in good standing with the PFD immediately preceding each respective appointment