



## HELLSGATE FIRE DISTRICT

### POSITION DESCRIPTION

<b>JOB TITLE:</b>	<b>Fire Captain</b>
Class/Division:	Operations
FLSA Status:	Nonexempt

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#### **GENERAL SUMMARY:**

Engages in all forms of community risk reduction which includes performing a variety of administrative, supervisory and technical work in fire suppression, emergency medicine, fire prevention, public education and other hazard or emergency activities. Exercises supervision of all assigned Fire District equipment and personnel.

#### **SUPERVISION RECEIVED:**

Works under the direct supervision of the Fire Chief.

#### **SUPERVISION EXERCISED:**

Supervises operational personnel as assigned. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Supervisory responsibilities may include participating in interviewing and hiring, training employees; planning, assigning, and directing work; appraising performance; rewarding and coaching employees; addressing complaints and resolving problems.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- In the absence of the Fire Chief, may take on responsibilities of a chief officer as assigned.
- Ensures that all assigned personnel, apparatus, and equipment are ready for duty at all times.
- Ensures that all assigned personnel carry out duties in a safe and timely manner.
- Responds to calls for service and deploys necessary resources to mitigate the situation.
- Supervises assigned operational personnel in duties as directed.
- Determines methods of fire suppression, extrication and rescue.
- Coordinates and manages all types of emergency scene operations using established Incident Command System procedures (NIMS).
- Supervises and participates in all fire, emergency medical, and other emergency operations.
- Supervises and participates in the maintenance of HFD equipment, supplies and facilities.
- Instructs and drills firefighters in duties, use of tools, raising of ladders, rescue and salvage work.
- Monitors, observes and participates in HFD activities to ensure that assigned personnel's conduct and performance conform to district standards, policies and procedures.
- Carries out duties in accordance with district policy.
- Using HFD map book, responds to alarms and directs routes.
- Directs work of all personnel at an emergency scene until and unless relieved by a Chief Officer.
- Assumes incident command in the absence of a chief officer.
- Evaluates the performance of personnel in accordance with policy.
- Supervises and participates in the operation of district training activities.
- Performs all duties as a member of the emergency response crew.
- Prepares reports accurately and in a timely manner, including but not limited to incident reports, training reports, supply requisitions, etc.

- Serves as a member of various committees as assigned and represents the District at meetings or on various external committees.
- Coordinates activities with other supervisors and exchanges information with other officers.
- Maintains required certifications in fire and emergency medicine.
- Maintains positive working relationships with employees, supervisors, and members of the public.

**MINIMUM QUALIFICATIONS:**

- Four years of full-time fire/emergency medical experience
- Valid Arizona Driver's License
- Arizona Firefighter I and II certification or NFPA 1001 equivalent
- Arizona Emergency Medical Technician or Paramedic or National Registry equivalent
- Wildland Red card as a Firefighter II or higher
- Successful completion of the Fire Captain Position Taskbook
- Speak, read, and write the English language
- Meet HFD physical standards
- Meet insurability requirements of the District's insurance carrier

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Thorough knowledge of...
  - fire behavior and characteristics
  - firefighting, rescue and emergency medical techniques, practices and standards
  - modern firefighting principles, practices and procedures
  - HFD vehicle and equipment capabilities and vehicle and power tool mechanics and operations
  - District geography, streets, and water supply locations
- Ability to...
  - apply and supervise standard firefighting and emergency medical techniques, standards and practices
  - prepare and maintain accurate, orderly reports and records
  - effectively supervise individuals
  - effectively communicate, both verbally and in writing
  - follow verbal and written instructions
  - function effectively in emergency situations
  - handle the arduous physical requirements of the job under stressful and adverse conditions
  - analyze situations quickly and correctly and make sound decisions in managing emergency situations
  - plan, assign, and direct the work of subordinates in emergency conditions and routine work
  - train and instruct firefighters in firefighting practices, principles and procedures
  - effectively communicate in both written and verbal format
  - establish and maintain effective working relationships with fellow employees and members of the public
  - Ability to read and comprehend simple instructions, short correspondence and memos; ability to write simple correspondence.
  - Ability to effectively present information in one-on-one and small groups.
  - Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; ability to compute rate, ratio and percent.

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

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

The position requires the individual to meet NFPA and OSHA standards for the wearing of self-contained breathing apparatus. While performing the duties of this job, personnel are frequently required to stand, sit, walk, talk, hear, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms. Personnel are frequently required to climb or balance, stoop, kneel, crouch, crawl, and smell. Personnel must be able to frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those personnel encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office, vehicle or outdoor setting in all weather conditions, including temperature extremes at all times of day and night. Work is often performed in emergency and stressful situations. Personnel are exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. Personnel occasionally work near moving mechanical parts and in high, precarious places and are occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the District and employee and is subject to change by the District as the needs of the District and requirements of the job change.*