

**EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION**



JOB TITLE: Captain **FLSA:** Non-Exempt
DIVISION: Operations or Training and Safety
Based On Assignment
REPORTS TO: Battalion Chief **DATE:** March 1, 2022
OR
REPORTS TO: Deputy Fire Chief Training/Safety when assigned as
Training and Safety Captain

POSITION SUMMARY:

Responsible for planning, coordinating, supervising and conducting fire, EMS, rescue and Haz Mat services; performs administrative duties related to the supervision of assigned staff during assigned shift.

ESSENTIAL FUNCTIONS:

- Supervises and directs the overall fire-fighting, rescue, overhaul, and salvage operations during an assigned shift in assigned area; calls for additional personnel and equipment as needed.
- Inspects vehicles and equipment for operational readiness; coordinates repair and/or replacement to ensure operational readiness.
- Responds to fire incidents; makes decisions about fire combat method; directs fire combat operations until relieved by a superior; supervises and participates in the laying of hose line, directing water streams, fogs or foam, placing ladders or snorkels, ventilating buildings, rescue of persons, and salvage operations.
- Inspects and directs proper maintenance of station; ensures security of facilities.
- Inspects personnel and maintains discipline.
- Documents and performs necessary follow-up on work-related injuries and exposures.
- Prepares and ensures timely and accurate maintenance of required reports.
- Assists in the coordination of required in-service drills and classes; conducts special drills and/or classes that may be necessary in addition to the training programs conducted by the Training Division.
- Supervises, directs, and coordinates assigned activities in assigned area/shift such as pre-fire planning inspections and hydrant testing.
- Evaluates and counsels assigned staff and reviews evaluation of all personnel assigned to section.

- May serve as a member of accident investigation committees and interview boards for employment or promotion.
- Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing and recommending improved policies and procedures.
- Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

ADDITIONAL ESSENTIAL FUNCTIONS (Training and Safety Assignment):

- Coordinates training activities with other divisions, outside agencies, and the general public and coordinates instructional staff (career and volunteer), facilities, records, reports, the development and delivery of instructional materials, evaluation tools/methods, and lesson plans for advanced or specialized classes.

ADDITIONAL ESSENTIAL FUNCTIONS (Training and Safety Assignment continued):

- Responsible for the management of various programs including the shift training program, seasonal/wildland firefighter program fire service and EMS certifications, apparatus inventories, the District Safety Program and Safety Committee, Standardization Committee, Rescue Committee, Extrication Committee, ISO Committee, and other programs as assigned.
- Responsible for conducting accident investigations when Districts' property, equipment, or personnel are involved; disseminates "lessons learned" to other personnel to reduce the incident of accidents; and develops and presents professional accident investigation reports.
- Develops and updates training curriculums on a regular basis; gathers and reviews information from multiple sources to ensure accuracy, applicable course goals, and class objectives; and ensures compliance with recognized national standards.
- Facilitates training courses offered to all East Fork Fire & Paramedic career and volunteer staff along with allied agencies such as Douglas County Communications, Douglas County Sheriff's Office, Search and Rescue, and other local fire, EMS, and hospital agencies.
- Develops individual district, shift, volunteer, and career training needs analyses based on federal, state, local and agency requirements and/or personal observations during incidents and training sessions. Recommends/requires remedial and proactive training for personnel.
- Maintains records, including training records of participants, and prepares periodic, special and technical reports relating to assigned areas of responsibility.
- Primarily serves as the Incident Safety Officer on all incidents but may also serve in a variety of positions, based upon the employee's qualifications and the needs of the organization, an incident, and the community.

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.

Education and Experience:

High School diploma; AND four (4) years of fire suppression and EMS experience; OR an equivalent combination of education, training and experience as determined by the District Fire Chief.

Required Knowledge and Skills

Knowledge of:

- Fire-fighting, fire inspection, fire prevention, and rescue techniques, methods and practices.
- Mechanical, chemical, and related characteristics of a wide variety of flammable, explosive and similar materials.
- Fire equipment and apparatus operations and limitations.
- Fire company organization, utilization, combat capabilities and limitations.
- Operation and maintenance of fire-fighting equipment, apparatus, and special devices and materials.
- Principles and techniques of building construction and maintenance.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles, practices, and techniques involved in instructing and training members of the fire-fighting service.
- District policy and procedures.
- Target hazards, the District water system, streets and topography of the District affecting fire-fighting operations.
- Correct business English, including spelling, grammar and punctuation.
- Computer applications involving word processing, data entry and/or standard report generation.
- Standard office practices and procedures, including filing and the operation of standard office equipment.

Skill in:

- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.
- Maintaining discipline.
- Responding quickly and effectively to changing situations under emergency conditions.
- Commanding and directing fire units at fire-fighting or rescue operations.
- Preparing and composing comprehensive reports on incidents, investigations, and other Fire District related subjects.
- Communicating effectively in oral and written forms.
- Using good judgment, maintaining operational efficiency, conducting command duties in a fair and impartial manner.
- Training others in policies and procedures related to the work.

- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Interpreting, applying and explaining related federal, state and local laws.
- Preparing clear and concise reports, correspondence and other written materials.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Class B driver’s license with “F” endorsement.
- Nevada Fire Officer 1 certification.
- Certified AEMT or Paramedic certification.
- Fire Instructor 1 Certification.
- NWCG Wildland Red Card certification.

ADDITIONAL REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS (Training and Safety Assignment):

- National Fire Academy - Incident Safety Officer, Fire Department Safety Officers Association – Incident Safety Officer certification OR a certificate deemed equivalent by the Deputy Fire Chief of Training and Safety.
- EMT Intermediate certification with instructor endorsement OR Fire Instructor II certification.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to climb ladders and work at considerable heights; fight fires wearing an air pack and protective equipment weighing 58 pounds; use power driven tools; standing for extended periods of time, stooping, kneeling and walking on uneven terrain at fire scenes and uneven terrain, climbing ladders, scaffolding and stairs; stamina to serve as emergency incident commander; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; hear fire alarms, speakers, horns, and bells; regularly lift and carry up to 100 pounds.

Work is subject to performance under adverse environmental conditions in life threatening environments; exposure to bodily fluids, solvents, chemicals, fumes, smoke, electrical current and other hazardous substances.

CONDITIONS OF EMPLOYMENT:

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *New employees are required to submit to a fingerprint-based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.*
3. *EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*

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:** _____