



Rio Verde Fire District

FIRE CAPTAIN

JOB DESCRIPTION

Classification Responsibilities: A Fire Captain directs the activities of fire personnel during an assigned shift. An employee in this class supervises a number of personnel and has responsibility for their safety. Duties include: assigning, directing, and supervising firefighting, medical emergencies, and related life and property protection; directing the route to be taken to emergency calls; implementing and/or integrating into the Incident Command System (ICS); making decisions regarding firefighting methods to be used; deploying and managing personnel; ensuring the safe operation of fire equipment and apparatus; and managing public education, community relations, and fire prevention programs and activities. This class is also responsible for performing related duties as required.

Distinguishing Features: The responsibility for motivating, supervising, training, and evaluating subordinate-level employees is a significant element of this position. Fire Captains are responsible for prioritizing, scheduling, and completing tasks associated with non-emergency response activities such as pre-fire planning, fire and life safety education, and station-based training activities. Incumbents are required to supervise and participate in the care and maintenance of a fire station, apparatus, equipment, and grounds. A Fire Captain must also be skilled in and capable of performing firefighting duties, and perform these duties as necessary. Work at fire scenes and other emergencies may involve strenuous physical exertion, often under adverse climatic conditions. In these situations, the employee is exposed and subjected to dangers and hazards that could result in severe injuries. Work at this level differs from that of a Fire Engineer by the ongoing performance of supervisory and administrative work. Supervision is received from a Fire Chief; however, the Fire Captain is still responsible for overall company performance and must exercise independent judgment. Fire Captains may be required to fill in for a Deputy Chief in an acting capacity. Fire Captains are required to work 24-hour shifts and averaging 56-hour workweeks. Fire Captains may also be assigned to administrative (day) assignments, which involve working 40-hour workweeks. Incumbents in the Fire Captain class, will be required to possess and maintain required certifications including but not limited to current Arizona Emergency Medical Technician (EMT) certification, valid Arizona Driver's License, current or previous (at least one) Driver Operator Certification. This class is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualification(s) Required. Six years current consecutive firefighting or other sworn experience with the Rio Verde Fire District.

An Associate's Degree in Fire Science or Fire Science Technology from a regionally accredited college/university; or any Associate's Degree or Bachelor's Degree from a regionally accredited college/university including/and the following nine semester courses (34 hours) from a regionally accredited college/university with a grade "C" or better are required (equivalent courses from a regionally accredited college/university, or equivalent training, may be approved.

- Emergency Vehicle Driver Operator, 2 hours (FSC111) or current or previous Driver Operator certification.
- Fire Apparatus, 3 hours (FSC117)
- Fire Department Operations I, 11 hours (FSC 102) or Firefighter I & II Certification
- Fire Hydraulics, 3 hours (FSC118)
- Firefighter Safety and Building Construction, 3 hours (FSC208)
- Firefighting Tactics and Strategy, 3 hours (FSC204)
- Fundamentals of Fire Prevention, 3 hours (FSC108)
- Hazardous Materials First Responder, 3 hours (FSC105)
- Supervisory Training for Firefighters, 3 hours (FSC202)

Special Requirement(s). Current Arizona Emergency Medical Technician (EMT) certification. Must possess a valid Arizona Driver's License. Current or previous (at least one) Driver Operator Certification. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with CFR 1910.134 by hire or promotion date and must maintain certification.

Preferred/Desirable Qualification(s). None.

ESSENTIAL FUNCTIONS

Communication: Communicates with management, peers, subordinates, and other agency employees to assign and coordinate emergency scene tasks, evaluate performance, and establish and maintain effective working relationships. Solicits professional development needs of subordinates and provides guidance in helping subordinates meet their individual career goals. Assists employees in understanding their progress toward department and individual goals through performance appraisals, as well as frequent and timely feedback. Instructs others in fire safety, fire prevention, firefighting, and emergency medical services. Communicates with the general public in order to conduct business inspections, deliver emergency medical care, answer questions, assess patient needs, etc. Conducts public safety training classes. Produces written documents, such as memos, repair orders, fire and EMS reports in documenting technical and legal matters, and other forms of communication to propose improvements, evaluate performance, or document outcomes. Monitors and responds appropriately to radio traffic including the request for progress reports at emergency scenes.

Communicates with the Alarm Room, Fire Department personnel, and other agencies in performing emergency scene operations including formulating and transmitting on-scene reports, position-condition-action-needs (PCAN) reports, and routine radio traffic within the ICS system.

Manual/Physical: Operates motor vehicles (i.e., automobiles, fire apparatus and vehicles, and heavy construction equipment) requiring a standard Arizona Driver's License. Operates hydraulic and pneumatic rescue tools, fire pumpers, ground monitors, etc. Uses appropriate hand and power tools (such as axes and prying devices) to gain entry into vehicles or structures. Performs search and rescue functions inside burning buildings, and treats victims who require first aid. Aims and/or directs placement of fire streams. Works in small, cramped areas in order to rescue trapped, endangered, or injured people. Climbs ladders or steps, and works at heights greater than 10 feet to reach people trapped on building roofs. Moves dirt and burned-building debris to rescue trapped or endangered persons, or to overhaul a structure. Moves earth with various tools in fighting brush fires and rescuing trapped persons from cave-ins. Moves objects weighing up to 50 pounds or more (i.e., fire hoses, EMS equipment, smoke ejectors, trauma boxes, persons on back boards, and salvage equipment) for distances of more than 20 feet. Uses common hand tools to perform tasks at emergency scenes or at the fire station. Mixes gasoline and oil to fuel power tools used in firefighting and rescue activities. Works with cleaning fluids and agents, chemicals, paints, or similar solutions, using personal protective equipment, while performing fire station maintenance duties and mitigating hazardous materials incidents. Detects the following: natural gas leaks while performing emergency work; traffic sounds when approaching traffic at vehicle accidents in roadways; sounds of impending building collapse; calls for assistance; and alarms, sirens, and other signs of alarm or warning in order to remove self from danger and assist others in hazardous situations. Works in a variety of weather conditions. Enters data into a personal computer (PC) or other keyboard device to document fires, first aid incidents, and fire prevention reports. Monitors firefighting performance to determine compliance with Standard Operating Procedures and related standards. Distinguishes colors to identify chemicals involved in fires by smoke color, and to identify the National Fire Protection Association (NFPA) 704M System, Hazardous Materials. Uses appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA), while performing firefighting-related tasks in environments that may be immediately dangerous to life (IDLH atmospheres). Meets scheduling and attendance requirements.

Mental: Prioritizes, assigns, and directs personnel during emergency scene operations under stressful conditions. Functions as an Incident Commander, Sector, or Branch Officer as needed or assigned. Evaluates subordinates' work performance to ensure conformance to standards. Analyzes data, such as documented work behaviors, evaluations, reports, and product information, in order to make recommendations to management regarding work performance, disciplinary actions, and the purchase or replacement of equipment. Comprehends and makes inferences from written material to: perform work safely, and operate equipment at emergency incidents according to equipment instructions and preplans; performs emergency operation duties in accordance with department standard operating procedures; and identifies, resolves, and/or refers life safety hazards in buildings. Learns job-related material relating to EMS, supervisory, and firefighting duties through on-the-job training and in classroom settings.

Knowledge and Abilities:

Knowledge of:

- firefighting methods and modern fire prevention practices

- locally adopted fire code
- emergency medical methods and procedures
- overhaul and salvage operations
- hydraulics principles and their application to fire apparatus operation
- supervisory, training, and evaluation practices and techniques
- departmental operating procedures, rules, and regulations
- the Personnel Rules and Management Policies
- traffic laws and regulations
- computer-based dispatch and reporting systems

Ability to:

- recognize life safety hazards
- analyze emergency situations and react quickly, calmly, and correctly to act effectively, giving due regard to hazards and circumstances
- supervise and direct assigned personnel activities and daily operations
- administer emergency medical care and first aid to injured persons
- respond to and direct the route to be taken to emergency calls
- supervise the care and maintenance of station, fire apparatus, and grounds; maintain logs and other periodic and activity reports
- engage in strenuous physical activity, which under emergency situations may require long working hours under emotional stress
- participate in physical fitness programs and comply with department medical and fitness requirements
- performs all essential functions of this position.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.