**CITY OF MUKILTEO**

# JOB DESCRIPTION

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| **Title: Fire Captain** | **Date Prepared: 08/2015** |
| **Department: Fire** | **Job Classification: Union Represented** |
| **Reports to: Assistant Fire Chief** | **Salary Range: F1** |
| **Supervises: Firefighter/Paramedic**  **Firefighter/EMT** | **FLSA Status: Non-exempt** |

***Job Summary:***

This position is the station officer supervising one or more stations during a duty shift. Under the direction and guidance of an Assistant Chief, but with the ability to take initiative and exercise independent judgement, the Fire Captain is responsible for supervising assigned employees and operations at scenes of fires, disasters or other emergency incidents; directly participates in protecting life and property through controlling, extinguishing and preventing fires; provides emergency medical services; ensures proper completion of day-to-day maintenance of apparatus, equipment and facilities by their assigned company; and responds to manmade and natural disasters. In emergency situations, performs hazardous tasks requiring strenuous physical exertion for extended periods of time in cramped surroundings hot and smoky environments with limited visibility and at considerable heights.

The Fire Captain consults with the Assistant Chief regarding day-to-day operations, emergency operations, personnel issues, apparatus, facilities and equipment and is responsible for technical training, inspection activities, and non-emergency and administrative activities for their assigned company in accordance with established department policies, procedures, and program.

***Job Location and Equipment Utilized***

The work area will encompass a wide variety of settings. Administrative duties typically occur in an office setting. Emergency response duties are performed in a wide variety of conditions which include regular exposure to outside weather conditions and are likely to include emergency locations above or underground; in and/or around water, hazardous traffic areas and under unfavorable or unsanitary conditions which may include burning debris, falling structures, biohazards, and air- and blood-borne pathogens; confined spaces; and commercial and residential structures. Employees are often exposed to wet and humid conditions, fumes, airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock. Employees may find themselves in hostile or psychologically demanding environments, involving emotional or psychological stress. The noise level in the work environment is usually moderate but may reach extremes where hearing protection is required. Work is usually performed during 24 hour shifts.

Work may require travel to meetings, seminars and conferences.

This position may often require the employee to perform strenuous work for extended periods of time while performing some or all of the following:

* Wearing a respirator (SCBA);
* Climbing six (6) or more flights of stairs while wearing fire protection ensemble weighing at least 50 pounds or more while carrying equipment/tools, typically weighing an additional 20 to 40 pounds;
* Performing expected duties while wearing fire protective ensemble that is encapsulating and insulated and will result in significant fluid loss that frequently progresses to clinical dehydration which can elevate core temperature to levels exceeding 102.2°F (39°C);
* Searching, locating, rescue-dragging, and carry victims ranging from newborn to adult weighing over 200 pounds to safety despite hazardous conditions and low visibility;
* Working in unpredictable emergency situations for prolonged periods of physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s) or hydration;
* Working in dark, confined, disorienting spaces; work in overheated environments; work under adverse and stressful conditions;
* Exposure to extreme heat/cold or extreme weather conditions, strong odors and/or smoke, strong and/or toxic chemicals, and dust or pollen.

***Examples of Essential Duties:***

* Supervise assigned employees by applying department policies and procedures. Supervises emergency operations and makes technical decisions as to best methods, equipment, techniques and procedures to effect mitigation until relieved by senior officer. Maintains discipline through administration of department policies and procedures, including issuing discipline to the level authorized in policy, and makes effective recommendations to the Assistant Chief on other related personnel actions. Directs assigned employees on daily tasks and assignments.
* Assures safe driving practices and policies are followed by employees.
* Certified and occasionally assigned to drive emergency vehicles or operate large vehicles including under adverse and stressful conditions. Safely operates complex mechanical equipment on specialized vehicles. Ensures vehicle and equipment system basic maintenance requirements are met.
* Responds to medical emergencies and rescues with the appropriate equipment and personnel in a timely manner, makes appropriate decisions and acts deliberately in emergency scenarios.
* Delivers safe medical care and treatment based on the individual needs of the patient and in accordance with medical protocols and department policies and procedures.
* Delivers compassionate care and treatment of sick or injured individuals of a diverse community, suffering from non-urgent to life-threatening problems, frequently under unfavorable conditions.
* Effectively applies technical knowledge to complex problem assessment and solving to rescue persons or property under diverse and often stressful circumstances. Activities will generally be limited to “operations” level; however some personnel may be trained at a technician level and/or as an instructor.
* Performs fire suppression activities by directing assigned employees and performs extremely strenuous physical work while wearing self-contained breathing apparatus (SCBA), under some of the following conditions:
  + Select and deploy various hose lines and nozzles up to 5 inches in diameter to be used to direct water or chemicals onto fire;
  + Carry, position, climb and work from ladders and other high areas under adverse conditions;
  + Remove injured or incapacitated victims from danger and administer medical care as required;
  + Use power tools, and other mechanical equipment, to breech doors, walls, roofs, or floors, for various reasons;
  + Communicate clearly and concisely using electronic devices and equipment. This includes the ability to do so while wearing personal protective equipment (PPE) and SCBA under adverse conditions such as high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers);
  + Assure employees work in a safe manner at all times, in accordance with state regulations and department policies and procedures.
* Continuously participate in initial and ongoing training. Prepares, conducts, and participates in training as required to meet department, State, and Federally recognized and accepted standards, which may include classroom instruction, creating lesson plans, practical and hands-on instruction, evaluation of assigned individuals and groups, examinations and certification in a variety of areas, and physical fitness training. Remain current on fire service and emergency medical care principles and practices.
* Actively participate in fire prevention, public education and public relations activities. Project a professional public image. Coordinates and participates in public education and relations activities. Positively interacts with a diverse population, including children. Treat all persons respectfully, including fellow employees.
* Directs and participates in inspections of buildings/structures and other fire prevention activities as assigned.
* Complete and process forms, write incident reports, complete daily log book and other documents. Accurately enter electronic data into computer or other devices.
* Maintain Washington State EMS certification.
* Maintain authorization by county and department Medical Directors to practice EMS.
* Maintain an Incident Command certification recognized by the Department.
* Perform duties necessary to identify department efficiencies and deficiencies through the analysis of fire, medical, emergency, and non-emergency responsive services; and the development and implementation of programs. Coordinates operational consistency between shifts.
* Maintain knowledge of new trends and innovations in the fields of fire suppression, emergency medical care, hazardous materials, technical rescue, prevention and education; incorporate new developments as appropriate.
* Assist in the development and implementation of department policies, goals, objectives and priorities and recommend policy, procedure, and ordinance revisions as necessary.
* Provide highly responsible and complex administrative support to the Fire Chief, to include: developing, recommending, implementing, and administrating policies and procedures, goals and objectives; managing assigned projects and programs; researching and summarizing findings to the Fire Chief; and preparing reports or other documents.
* Demonstrate a commitment to continuous improvement through the use of performance measurement and benchmarking.
* Maintain and nurture a culture of member involvement and community service throughout the organization.
* Perform other special projects and work as assigned by the Fire Chief. Pursue preferred qualifications and career development to enhance knowledge, skills and abilities in relation to responsibilities.
* May serve as the department’s liaison with outside departments and committees at the Fire Chief’s direction.
* The Fire Captain must establish and maintain effective working relationships with the department members, city staff members, citizens, and peers.
* Other duties as assigned.

***Knowledge, Skills, and Abilities***

***Knowledge of:***

* Current methods, principles, techniques, and practices applied to firefighting, fire behavior, hydraulics, fire inspection, natural or man-made disasters, operation and maintenance of firefighting equipment, and working knowledge of fire extinguishing systems, fire prevention methods, fire safety and related fields;
* Principles and practices of emergency medical care;
* Traffic laws; ordinances and regulations involving equipment; operation and basic knowledge of Federal, State and department regulations and procedures;
* Hazards of chemical properties of a variety of materials and ability to recognize environmental and workplace hazards, and implement safeguards to prevent accident or injury to employees or damage to department facilities and/or equipment;
* Current computer applications utilized by the department and utilize applications, including MS Word and Excel, to perform and complete tasks and/or requirements of the job and ability to learn and apply new technologies and skills;
* Business letter writing and basic report preparation with proficient spelling and grammatical skills;
* Principles and practices of personnel management including training, performance evaluation, conflict management, and labor relations;
* Fire investigation procedures;
* Principles and practices of budget preparation and administration;
* Incident management practices, including the National Incident Management System (NIMS);

***Skilled in:***

* Effectively handling difficult or sensitive issues, using professionalism and an understanding of organizational culture;
* Using interpersonal skills in a tactful, patient and courteous manner;
* Positive and progressive customer service;
* Excellent management and team building skills;
* Negotiating and resolving difficult or sensitive complaints or concerns from department personnel or external sources;
* Strong problem solving skills including anticipating, analyzing, diagnosing, and resolving problems;
* Using initiative and independent judgment within established guidelines;
* Delivering effective instructor-led training, both formal and informal, to various audiences and ability to effectively present information to moderate size groups;
* Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions;
* Strong oral and written communication skills with the ability to apply appropriate communication techniques to various audiences;
* Assessing and prioritizing multiple tasks, projects, and demands.

***Ability to:***

* Work as part of a team to fulfill the department’s mission and strategic plan;
* Perform current EMS treatment protocols and procedures;
* Evaluate programs, policies and procedures, analyze activities and take effective action to improve operations or resolve problems;
* Understand, interpret and apply documents such as operating instructions, applicable policies, procedures, codes, adopted ordinances and safety rules;
* Learn and possess working knowledge of geography and street locations of department response areas;
* Perform under considerable stress while confronted with emergency situations;
* Plan, assign, supervise, and review the work of assigned personnel;
* Establish and maintain effective cooperative working relationships with personnel, other government officials, community groups, the general public, and media representatives;
* Train, supervise and evaluate an effective staff capable of properly executing the goals and objectives of the department;
* Compute the friction loss and fire flows required for producing proper water flows during pumping operations;
* Properly interpret and make decisions in accordance with laws, regulations, and policies;
* Conduct self in a professional manner as defined by the department’s code of ethics and department policy and City policy;
* Maintain confidentiality;
* Prioritize multiple projects; anticipate needs, and work effectively within deadlines;
* Adapt to changes in the work environment and to shifts in organizational philosophy and expectations;
* Work independently to carry out special and general assignments requiring organization and development of procedures without direct supervision;
* Complete comprehensive work assignments and meet deadlines;
* Communicate in English clearly concisely, and effectively, both orally and in writing;
* Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

***Required Physical Traits***

While performing duties of this job, the employee is regularly required to talk and hear, use hands or fingers to handle and feel, and use radios, telephone and computer while communicating with internal and external customers. Requires sufficient manual dexterity and visual acuity to operate firefighting and radio equipment frequently and a computer or other standard office equipment regularly. May be required to sit or stand for several hours each day but will also need mobility and ability to walk continuously for long periods of time, and reach with hands and arms. Employee may need to lift, carry, push and/or pull moderately heavy objects and materials (up to approximately 200 pounds). This position requires the ability to work under stressful conditions.

***Qualifications***

***Required:***

* Must be at least twenty-one (21) years of age.
* Must meet all other provisions established by the Civil Service Commission.
* Associate’s degree in Fire Science, Public Administration or a related field of study and
* At least five (5) years of fire suppression and emergency medical experience.
* An equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above may be substituted.
* Valid Washington State Driver License at time of hire, with driving record acceptable to the City.
* Valid Washington State Emergency Medical Technician (EMT) certification.
* Ability to pass a pre-employment examinations and any subsequent testing.
* Ability to pass a comprehensive background check.

***Preferred:***

* At least 5 years’ experience in fire training and instructional methodology.
* Completion of an Officer Development Academy.
* Incident Command certification recognized by the Department.
* Bachelor’s Degree in Public Administration or a related field of study.
* IFSAC Fire Instructor I certification.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

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