

**City of Pendleton**

**Job Description**

**Fire Captain**

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| **Department**:  Fire | **FLSA**:  Non-exempt |
| **Reports to**:  Fire Chief | **Representation**:  IAFF |
| **Pay Range**:  9 | **Date**:  July 2013 |

**GENERAL POSITION SUMMARY:** *(why does this position exist)*

Under the direction of the Fire Chief, shall be responsible for all fire suppression, emergency medical, fire prevention, and all other emergency and non-emergency activities and work assignments of personnel on an assigned shift. Responsibilities of the Captain/Shift Commander involve ensuring the readiness of all assigned personnel and equipment for response to any emergency call.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *List those tasks that must be done to accomplish the job purpose. In order of importance or time spent on the task, please describe the various duties of the job which are critical to the successful performance of the job* ***or*** *occupy more than 5% of the time. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Think in terms of WHAT needs done, not HOW it is done. Avoid describing procedures. Describe in such a way as to be clear to someone outside the profession.*

1. **EMERGENCY COMMAND**: Supervises, coordinates and performs firefighting, emergency medical, hazardous materials and other emergency activities. Establishes and manages Incident Command System and assumes command for an emergency scene unless relieved by a higher-ranking officer; receives report of incidents, determines response assignments; responds quickly and safely to incidents; evaluates situation, direct and supervises actions of initial companies; calls for additional help and resources; maintains accountability of all on-scene equipment and personnel and returns them to service as quickly as possible.

2. **FIRE SUPPRESSION & PREVENTION**: Conduct and supervise company fire inspections, issue burning permits; perform pre-fire planning surveys of properties; and assist Fire Marshal with investigations of fire causes. Respond to fire and emergency alarms; perform all phases of fire suppression work including search and rescue, ventilation, overhaul, salvage and clean-up activities at fire scene; place fire hoses; set ladders; operate fire streams, ventilate and enter burning structures to extinguish fires and rescue victims; operate auxiliary equipment and systems such as generators or pumps; rope systems, technical rescue and hazmat equipment.

1. **EMERGENCY MEDICAL RESPONSE**: Provide emergency medical care and advanced life support at emergency and accident scenes which may include conducting patient assessments, defibrillation, establishing and maintaining airways, pulmonary ventilation, intubation, inserting IVs, splinting fractures, treating burns and emergency surgical procedures; performing CPR and administering medication; inform physicians of patient conditions.
2. **SUPERVISION & LEADERSHIP**: Plan, schedule, assign, direct and supervise activities of employees assigned to duty shift. Maintain discipline and ensure compliance with procedures, rules and regulations. Handle grievances. Monitor and evaluate employee performance; counsel and correct employees as needed. Assist with hiring and promotions. Schedule vacations and other time off to maintain effective shift staffing.

4. **RECORD KEEPING/ADMINISTRATION**: Using proper documentation completes all required reports and records in a neat, accurate and timely fashion, including:

a) **Medical**: Obtain medical data including patient identification, medical history, type of accident or nature of illness, rescue measures preceding emergency care, care given at the scene and during transport and changes in diagnostic signs. Maintains patient information and records confidentially and in accordance with all HIPPA guidelines.

b) **Fire:** Prepares, submits and maintains reports on fire suppression activities, incidents and accidents, emergency medical service provision and other related information; prepare clear and concise reports as required.

c) **Administrative**: Prepares letters, maintenance records, training records, supervisory files, attendance records, logs of activities, purchasing or budgetary and other records as required. Maintains files efficiently for ready access and retrieval.

5. **STATION MAINTENANCE:** Supervise and participate in station maintenance, including: cleaning and maintaining station living quarters in an orderly condition; perform minor repairs inside and outside of facilities; keeping buildings and property in a neat and clean condition. Assigns work to Reserves or subordinate personnel.

1. **EQUIPMENT OPERATION & MAINTENANCE:** Supervise and participate in inspection and maintenance of emergency response equipment and vehicles to ensure a continuous state of readiness. This includes: performing minor repairs on equipment and vehicles or reporting deficiencies to proper staff for other disposition; ordering necessary supplies; cleaning, restocking and maintaining emergency vehicles. Learn and maintain proficiency in the operation of apparatus and equipment. Participate in testing a variety of department equipment including pumping apparatus, ladders, hose, protective clothing and breathing apparatus. Complete equipment and hydrant testing as assigned.
2. **STAFF ASSIGNMENT:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (write in specific assignment). Completes all duties and tasks as required for the specific area of assignment. Meets all assigned goals and objectives, including deadlines, budgetary and communication requirements. Provides documentation on issues/challenges/changes specific to the Staff Assignment. Attach details of current Staff Assignment job description.
3. **TRAINING:** Plan, schedule, conduct and participate in drills and training exercises to maintain job proficiency of shift members, reserves and student firefighters. Develop and maintain skills in fire suppression, medical aid, apparatus operation and other related areas. Encourage participation in physical fitness program. Conduct drills and evaluations to meet performance standards. Maintains required EMS and Fire certifications.
4. **PUBLIC EDUCATION:** Plan and execute public education presentations. Involves public speaking, and preparation of props and activities. Includes station tours, classroom visits, career days, fire extinguisher classes, and others as assigned.

**IMPORTANT FUNCTIONS:** *(list those tasks that may be done, but are not essential to fulfill the job purpose; any ancillary job tasks)*

1. Assists in the development of appropriate operating procedures and guidelines.
2. Maintains job knowledge, skills and abilities through staying current in new innovations, continuing education and physical fitness.
3. Learns district geography to efficiently locate scenes; uses correct procedures and techniques; models and follows procedures and guidelines;
4. Other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** *If the position is in a series (i.e. Office Specialist 1, 2, 3), describe what separates this job from the others in the series.*

The Captain is distinguished from the lieutenant classification by the presence of specific supervisory responsibilities including: Making (or providing significant input into) hiring, promotion, layoff and discharge decisions, administering of discipline, and resolving of grievances.

**JOB SPECIFICATIONS:**

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. High School Diploma (or GED) is required.
2. Associate Degreein Fire technology is preferred, but not required for the position; and
3. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

Less than 12 months

1 – 3 years

3 – 5 years

5 – 8 years

Other

Describe experience: Four years experience as a full-time Firefighter/Paramedic with at least two years’ experience at the company officer level.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. Must be able to pass the department’s security clearance standards including review of criminal history and driving record.
3. Certification as an EMT-Intermediate level or higher required.
4. Individuals appointed to this position must, within one year of appointment, be accredited or have completed training necessary for accreditation for the following:
   1. DPSST Fire Officer I or NFPA Firefighter I or provide documentation of equivalent training and experience (DPSST/NFPA FF 2 preferred).
   2. DPSST Instructor I or provide documentation of equivalent training and experience.
5. Documented training in Incident Command System and Strategy & Tactics (MCTO series acceptable).

**3. Necessary Knowledge, Skills and Abilities:** *Note any specific knowledge, skills or abilities needed for this position. Add or delete from the sample list below.*

1. Knowledge of methods, techniques, materials and equipment related to all aspects of firefighting.
2. Knowledge of methods, techniques, materials and equipment related to all aspects of emergency medical response.
3. Knowledge of and ability to use tools and equipment used in hazardous material response.
4. Knowledge of and ability to perform paramedic level medical care.
5. Knowledge of City policies, procedures, regulations, and codes related Fire and Ambulance Department duties.
6. Knowledge of safety standards, practices and procedures applicable to area of assignment.
7. Knowledge of, and ability to apply, effective supervisory principles and techniques.
8. Working knowledge of data entry, and word processing.
9. Ability to read and understand medical terminology.
10. Ability to coordinate a complex fire, accident or other emergency scene.
11. Ability to evaluate and analyze emergency situations to determine and implement appropriate response.
12. Ability to respond to emergencies on a 24 hour basis.
13. Ability to manage projects and oversee the work of subordinates and reserves.
14. Ability to work independently in the absence of direct supervision.
15. Ability to understand, analyze and interpret technical directions.
16. Ability to communicate effectively in English, both orally and in writing.
17. Ability to maintain regular and predictable attendance to serve customers, interact with co-workers and supervisor, attend meetings, training, etc.
18. Ability to establish and maintain effective working relationships and work as a team member.
19. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
20. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

MS based word-processing, spreadsheet, and/or data base programs

Outlook or other email communication.

Internet and/or social media

Presentation or desktop publishing software

Specialized or custom software

1. A variety of emergency response equipment, including ambulances, engines, pumper trucks, ladder trucks, brush trucks, etc.
2. Variety of hand tools as well as power tools such as drills, saws, etc and various electronic test instruments used in performing medical evaluation and treatment, firefighting and emergency rescue.

**5.** **Supervision:**

1. This position supervises other staff. Positions supervised include: Lieutenants, Firefighter/Paramedics and assigned reserves and/or student employees in achieving the Goals and Objectives of the department. Evaluates subordinate employee performance and conducts performance appraisals.
2. Serves as the Incident Commander during emergency incidents unless relieved by a superior officer.
3. In the absence of the Chief or Assistant Chief, shall be responsible for all departmental personnel and activities.
4. Has responsibilities for an assigned program within the organization, including planning, budgeting, record keeping, etc.
5. This position reports to the Fire Chief or Assistant Chief. Supervision received is (Choose one):

Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

Primarily with other City staff and/or customers.

Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

Complex

Controversial

Confidential

Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

**8. Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

Most situations are resolved using standard procedures and established guidelines.

Situations are somewhat varied; requires application of specific technical skills and expertise.

Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.Work Environment*:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Work is performed both indoors in climate-controlled environments as well as outdoors in uncontrolled environments.
2. Strength Rating (see attached definitions) is: Very Heavy .
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

Office environment / no specific or unusual physical or environmental demands.

Work on and around heavy equipment \_\_\_\_%

Exposure to toxic elements/hazardous chemicals \_\_\_\_%

Work at heights in excess of 20 feet \_\_\_%

More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

Exposure to weather or temperature extremes \_\_\_%

Isolation \_\_\_\_%

Exposure to light or noise extremes \_\_\_\_%

Regular travel outside the City \_\_\_\_%

Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

Other (describe) Requires wearing appropriate personal protective equipment including goggles, face protector, turn-outs, safety shoes and self-contained breathing apparatus

1. General hours of work are 48 hours on, 96 hours off. Variations include (check all that apply):

Frequent or regular overtime

Subject to emergency call out

Split or Night shifts

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

Not applicable  Input  Prepare  Forecast  Monitor  Approve

1. This position has resource accountability for the following level of assets (choose one):

Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted: July, 2013

Adopted:

Revised: August, 2020

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Employee Acknowledgement/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.