

POSITION DESCRIPTION

CAPTAIN

Mid-Columbia Fire and Rescue

DIVISION:	OPERATIONS
CIVIL SERVICE STATUS:	YES
BARGAINING UNIT:	LOCAL 1308
REVISED:	3-11-15

GENERAL STATEMENT OF DUTIES

The Shift Captain's perform administrative, technical and supervisory work functions in directing the activities of subordinate employees on his/her assigned shift. Duties and responsibilities include supervising assigned staff; assisting Staff Officers with planning, coordination and control of all aspects of Fire District operations; maintaining readiness for emergency call response; responding to fire, medical, and related emergency calls when dispatched and taking proper action; educating staff and public on fire safety/prevention; and performing other tasks related to Fire District activities. The Shift Captain is a mid-level management class for the Fire District.

A Captain manages the day-to-day operation and maintenance of a fire station (as appropriate) and the apparatus and personnel assigned to that fire station. Captains serve as a Shift Officer, supervising an assigned crew of assigned personnel, and further supervises the activities of volunteer personnel. Captains supervise a fire crew(s) and apparatus dispatched to emergency scenes, including fire scenes, emergency medical calls, hazardous materials incidents, etc. Captains may serve in the capacity of incident commander at emergency incidents.

The Captain attends regularly scheduled training in supervisory practices, basic and advanced firefighting methods, apparatus operation, emergency medical triage, treatment and transport, fire code enforcement and prevention practices, salvage operations, public relations, public education, physical fitness and other associated topics. The Captain will play an active role in preserving and protecting life and property by performing, orchestrating and directing firefighting activities, basic and advanced emergency medical care, hazardous materials response, fire prevention and public education, and other associated job performance requirements.

The Captain's primary responsibility is to perform the duties of a shift supervisor; however, may be required to perform the function of a Firefighter as the need arises. To meet this requirement, Captains are expected to possess sufficient technical knowledge and skills to function in this capacity. The Captain must successfully complete a one-year probationary process to continue in this classification.

SUPERVISION

Captains are responsible to the Division Chiefs of the Fire District, and receive general direction in the performance of their duties. Captains will consult with a Division Chief regarding day-to-day operations, and unusual events at the station regarding personnel, apparatus, equipment, etc.

Captains are directly responsible to a Division Chief or the Chief of the Fire District. Captains receive general direction and guidance in the performance of their duties from the Division Chiefs or Fire Chief. Captains will consult with Division Chiefs or the Fire Chief regarding day-to-day operations, emergency operations, and unusual events regarding personnel, apparatus, equipment, etc. Captains directly and indirectly supervise Lieutenants, Firefighters, EMT's and volunteers.

INTERPERSONAL RELATIONSHIPS

Captains meet with Fire District staff (e.g., subordinates, colleagues, supervisors, etc.) and representatives of other agencies (e.g., police, members of other fire departments, public works officials, etc.). Captains also interact with citizens and the general public (e.g., motorists, home owners, business owners, etc.) on a regular basis, and conduct activities related to the Fire District's mission statement in their respective areas. These interactions occur during routine day-to-day operations, emergency operations, training classes and exercises, inspections, and educational or informational presentations. Captains will also meet with vendors regarding maintenance and repair of fire station facilities or equipment, and purchasing of equipment and supplies.

JOB PERFORMANCE COMPLEXITY

A Captain's job involves very complex emergency scene tasks and social interactions, which must be accomplished correctly without taking the time to reference procedures and policies, or to repeat tasks once they have been accomplished. Errors could lead to life safety hazards, property loss, or customer complaints.

TYPICAL WORKING CONDITIONS

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.

The Captain lives and works in a fire station assigned to a duty shift. This work environment includes many of the same amenities of a home, including kitchens, showers, bed, etc. In this environment, Captain's will perform routine day-to-day activities, such as maintaining equipment and apparatus, meeting with supervisors and co-workers, planning and scheduling work, etc.

Captain's perform and direct routine day -to-day activities, such as training subordinates, meeting with supervisors, and planning and scheduling work. Outside of the fire station, Captain perform essential job functions in all weather, noisy conditions, and under extreme emergency conditions such as fires, hazardous materials, auto accidents, etc. The Captain is 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. The Captain occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock, and vibration.

PRIMARY DUTIES AND ESSENTIAL FUNCTIONS

The following Duty dimensions and specific task statements are listed below:

Respond to Alarms

- At the scene of a fire or other emergency incident, supervise/work with fire crew to effectively accomplish a specific assignment safely (e.g., extinguishment, search and rescue, salvage and overhaul, etc.).
- At the scene of a medical emergency, supervise and oversee those providing basic and advanced life support and medical treatment to victims, assign tasks, ensure scene safety, and gather necessary medical information.
- Respond to structure fires, emergency medical incidents, hazardous materials spills and other emergency incident calls, and supervise a fire crew to ensure safety and efficiency.
- Direct a fire crew to accomplish specific tasks at an emergency scene safely (e.g., the placement of apparatus, laying of hose lines, connection to specific water sources, etc.).
- Ensure that personnel are properly equipped and safely on apparatus before responding to an alarm
- Ensure that the apparatus is driven safely and that proper warning systems are used.
- Ensure that the route is safe and be aware of other responding units.
- Check maps to determine routes, building and water supply locations, etc.
- Ensure that apparatus is properly equipped before responding to an alarm.
- Ensure the appropriate location for spotting aerial or pumping apparatus, or other vehicles.
- Provide situation and status reports via the radio while approaching fire or emergency scene.
- Receive and interpret additional information from dispatcher.
- Size up potential fire or emergency situation while enroute.
- Evaluate the accuracy of alarm information.
- Put on turnout gear while receiving an incoming alarm.
- Select the best route to the alarm scene or evaluate/assist the driver's selection.
- Ensure the safety, accountability and welfare of personnel on an emergency scene.

Conduct Initial Size-up at Fire or Emergency Scene

- Adapt strategies to changing conditions at a fire scene.
- Analyze the situation to determine proper protective gear, equipment, and extinguishing agents.
- Assess effects of weather, wind, humidity, and other conditions on a fire.
- Evaluate hazards to occupants, personnel, exposed buildings, and property.
- Locate hydrants or other water sources, and determine the adequacy of water supplies.
- Locate the seat and any further extensions in involved structures.
- Determine adequacy of initial response, and call for additional alarms or resources if necessary.
- Determine if electric and gas utilities need to be disconnected, and ensure that they are.
- Determine need for other agencies (e.g., police, ambulance, utility companies) and alert the dispatcher.
- Determine types of hazardous materials that might be present at incidents.
- Assess navigational problems, such as narrow alleys, at a fire or rescue scene and determine solutions.
- Report to the incident commander.
- Assume command as the first company officer on the scene.
- Utilize information previously obtained during inspection or pre-plan regarding fire protection system(s), fire alarm and detection system, compartmentalization, etc. in order to develop strategies.
- Determine false or accidental alarms.
- Make arrangements for traffic control.
- Identify property owners or managers to obtain additional information.
- Transfer command of the incident to a superior officer.

Direct and Perform Rescue Operations

- Determine the best rescue methods, equipment, and personnel needed for the rescue.
- Determine the need to rescue victims, and order necessary searches of buildings or areas.
- Oversee the extrication of victims trapped in buildings, confined spaces, vehicles, trenches, or other hazards.
- Oversee the rescue of victims overcome with hazardous chemicals and/or gas.
- Ensure that individuals in need of rescue are located, and guided, carried or dragged to safety.
- Perform rescue activities that are essential firefighter functions.
- Determine if ventilation efforts will help or hinder rescue.
- Direct the application of water to assist rescue efforts.
- Alert the dispatcher to arrange for transportation of rescued victims.

Direct and Perform Emergency Medical Services and First Aid

- Assess a patient's condition and provide basic and/or advanced life support based upon Fire District EMS medical and trauma protocols, and assessment of patient condition.
- Ensure that personal protective equipment is used properly by company personnel.
- Ensure primary assessment of victims and assign crew members to specific tasks.
- Assess the need for resources and/or medical direction.
- Supervise the activities of assigned personnel at emergency scenes.
- Perform emergency and non-emergency EMS activities and duties.
- Performs basic and advanced emergency medical care upon notification.
- Performs within his/her EMS scope of practice.
- Inspects and assures that emergency medical equipment is serviceable and compliant with safety and infection control regulations and standards.
- Responds to instructions from emergency dispatcher and/or medical control.

Manage Company Activities at Emergency Scenes

- Implement and develop an overall strategy using the Incident Management System at emergency incidents, directing assigned or reporting personnel and resources (i.e., function as the Incident Commander).
- Within an Incident Management System, function in an assigned position (e.g., Safety Officer, Staging, Operations, Sector and/or Group Leader, etc.).
- Evaluate, then report to, and consult with the Incident Commander regarding difficult problems, sensitive situations and routine coordination of resources.
- Ensure that personal protective equipment is used properly by company personnel.
- Assign personnel to emergency scene tasks based upon need.
- Correct improper or unsafe actions by assigned personnel at emergency scenes.
- Evaluate whether assignments at emergency scenes adequately meet objectives and modify as necessary.
- Observe assigned personnel at emergency scenes for signs of fatigue, and provide relief for them if possible.
- Perform emergency scene tasks that are essential job functions for a Firefighter.
- Supervise the activities of assigned personnel at emergency scenes.
- Determine the status of fire protection system(s), fire alarm and detection system, smoke management system, etc. and record that information on the incident report.
- Ensure control of elevators in involved buildings.
- Direct crews in carrying out orders from superior officers at emergency scenes.
- Maintain proper radio communications during emergency incidents.
- Work with assigned personnel and personnel from other agencies at emergency scenes.
- Ensure the safety of all on-duty personnel under your supervision.

Direct and Perform Exposure Protection

- Orchestrate the application of water to protect life, equipment and property.
- Recognize possible avenues of fire spread and assign personnel to watch for fire spread.
- Determine life and property hazards of exposures.
- Orchestrate the application of water to inside walls of involved structures to prevent fire spread.
- Recognize internal exposures such as false ceilings.
- Orchestrate the application of water to exposures.
- Ensure that apparatus or other vehicles are parked in safe and appropriate location.
- Order or direct the evacuation of people from exposed structures.
- Perform exposure protection activities that are essential firefighter functions.
- Determine and the need for and orchestrate the closing of doors, windows, and other openings in involved buildings and adjoining structures.

Orchestrate, Direct and Perform Pumping, Hose, and Extinguishment Operations

- Recognize problems with pumping operations and communicate the need for corrective action.
- Determine the appropriate nozzle and type of stream to be used.
- Determine the areas where water or other extinguishing agents should be applied.
- Identify the appropriate extinguishing agent for special fires (e.g., automobile, chemical, electrical, etc.).
- Perform hose and extinguishment activities that are essential firefighter functions.
- Determine additional pumping requirements (e.g., relay pumping, multiple hydrants, etc.).
- Determine the need for master streams.
- Coordinate pumping operations performed by apparatus operators.
- Monitor the operation of hose lines and order shut down of hose lines when necessary.
- Determine the need for foam and its proper application.
- Determine the number, size and length of hoselines to be laid.
- Recognize damaged hose sections and ensure that they are repaired or replaced.
- Determine that proper hose appliances are used.
- Determine the need for portable extinguishers.
- Perform and direct wildland and interface firefighting operations (e.g. LCES, line construction, structure triage, structure protection, firing out, etc.)
- Perform hose and extinguishment activities that are essential firefighter functions.

Interact with Subordinates, Superiors, and Other Department Members

- Consult with a Division Chief or Fire Chief (or other direct supervisor) regarding difficult problems, sensitive situations and routine coordination of personnel matters.

- Mediate or reconcile differences between or among other crew members, other members of the department, and/or the general public.
- Listen and respond to verbal orders from incident commander at fire or emergency scene.
- Maintain good working relationships with assigned crew, superiors and other co-workers.
- Respond to orders and directives from members of higher ranks.
- Exchange information with other shifts.
- Keep Staff Officers informed of matters relevant to Fire District operations.
- Relay verbal reports of conditions at emergency scenes to appropriate personnel.
- Work and get along with others in a community living situation.
- Participate in analysis or critique of firefighting or other emergency activities.
- Communicate suggestions and concerns from assigned crew upward through the chain of command.
- Interact with supervisors to discuss problems or obtain information.
- Discuss department goals, policies and procedures with assigned crew.
- Interact with members of other shifts and Staff in the department.
- Interview members of assigned crew to obtain facts, suggestions, opinions, and reasons for actions.
- Participate in developing and implementing goals, policies and procedures.
- Participate in staff officer meetings and discussions.
- Make formal presentations to members of the department.

Orchestrate, Direct and Perform Ladder Operations

- Recognize problems with aerial apparatus operations and ensure corrective action is taken.
- Check for electrical hazards and other unsafe obstacles in the path of aerial and ground ladders.
- Ensure that the aerial apparatus is properly stabilized.
- Ensure that all safety measures are adhered to when ladders are used.
- Direct the deployment of personnel on aerial and ground ladders.
- Ensure the appropriate placement of aerial and ground ladders.
- Determine the need for ladders and select the appropriate ladders to be used.
- Perform ladder activities that are essential firefighter functions.
- Determine the need for the aerial platform bucket.
- Direct the use of ladders for special purposes.
- Direct the use of generators for appropriate purposes.

Orchestrate, Direct and Perform Ventilation

- Evaluate the possibility of backdraft, flashover, and fire spread prior to ventilation efforts.
- Determine the best timing of ventilation in relation to other efforts.

- Determine the need for ventilation, and the most appropriate methods and equipment to be used.
- Perform ventilation activities that are essential firefighter functions.
- Determine the best method to access the area to be ventilated.
- Direct ventilation utilizing roof, floors, ceilings, or natural openings in involved buildings.

Orchestrate, Direct and Perform Handling of Hazardous Materials

- Ensure that assigned personnel use appropriate protective equipment when dealing with hazardous materials.
- At the scene of a hazardous materials incident, work with a fire crews to effectively accomplish a specific assignment (e.g., entry team, decontamination team, site access control, etc.).
- Determine the level of required response to hazardous materials incidents.
- Direct the proper use of detection equipment to verify the presence of hazardous materials.
- Ensure that hazardous materials are handled according to department policies and government regulations.
- Direct the containment of small quantities of hazardous materials using appropriate methods and equipment.
- Perform hazardous materials activities that are essential firefighter functions.

Interact with the Citizens, Public and Other Agencies

- Enhance relationships and coordination between the Fire District and outside agencies.
- Treat customers with dignity and respect (e.g., set example).
- Coordinate and cooperate with other agencies (e.g., police, ODOT, public works, etc.) responding to an incident.
- Listen and respond appropriately to citizen complaints.
- Refer citizens to appropriate public agencies or services.
- Interact and work with community agencies and citizen task forces.
- Attend neighborhood and community meetings and other functions as directed.
- Calm upset victims, witnesses or family members at emergency scenes.
- Interact with business owners.
- Supervise and work with civilian employees (e.g., Career Service)
- Coordinate and cooperate with fire departments of other jurisdictions.

Orchestrate, Direct and Perform Forcible Entry

- Determine and coordinate the best timing of forcible entry in relation to other efforts.
- Ensure that opened doors and windows remain open when appropriate.

- Determine the need for forcible entry, and the most appropriate methods and equipment to be used.
- Direct the use of equipment used for forcible entry.
- Identify the type of construction of doors, windows or other entries being forced.
- Dismantle hardware or construction to make an entry without force.
- Perform forcible entry activities that are essential firefighter functions.

Maintain and Expand Job Knowledge, Skills, and Abilities

- Learn locations and limitations of connections, hydrants and other water sources in response area.
- Be familiar with capabilities and limitations of equipment and apparatus.
- Maintain knowledge of current fire codes, new firefighting techniques, and new equipment.
- Maintain knowledge of local conditions (e.g., street closures, new construction, etc.).
- Maintain knowledge of Fire District organization, procedures, protocols, regulations, etc.
- Maintain knowledge of emergency medical and first aid techniques.
- Cross-train with other shifts and mutual aid agencies.
- Participate in classroom training, station or company drills, and emergency simulations.
- Participate in physical fitness training to maintain adequate condition.
- Study maps and pre-incident plans related to assigned fire district.
- Temporarily assume responsibilities that are usually handled by members of a higher rank.
- Serve on administrative committees or in other special functions as assigned by the department

Direct Company Back into Service

- Address any injuries to assigned personnel and document as required by Fire District policy.
- Identify and address possible exposures to assigned personnel.
- Notify the dispatcher of return to service.
- Report any difficulties encountered with specific hydrants to the Fire Marshal.
- Note equipment and supplies in need of repair or replenishing prior to future use.
- Ensure that equipment is inventoried and placed on apparatus before leaving fire or emergency scenes.
- Ensure that equipment is cleaned and prepared for future use (e.g., hoses and appliances are drained and washed).
- Ensure that borrowed equipment is returned and properly checked in.

Direct and Perform Equipment and Apparatus Inspection and Maintenance

- Report lost or stolen equipment and ensure that it is replaced.
- Ensure that damaged or malfunctioning equipment and apparatus are turned in for repairs.
- Ensure that supplies (e.g., medical supplies, oxygen tanks, extinguishing agents) are regularly replenished.
- Review reports regarding the condition of equipment and apparatus.
- Supervise inspections of equipment and apparatus.
- Ensure that equipment and apparatus are regularly cleaned and maintained.
- Manage the inspection and minor repair of equipment and apparatus.
- Conduct hose tests according to department procedures.
- Ensure that equipment is properly stowed on apparatus for storage and transport.
- Make inspection, inventory, and maintenance assignments.

Evaluate, Counsel and Discipline Subordinates

- Monitor the overall work performance and work quality of assigned personnel (daily routine work and emergency responses) for efficiency, effectiveness and safety.
- Conduct formal and informal counseling sessions with subordinates in order to correct work deficiencies and develop work skills.
- Document formal and informal counseling sessions with subordinates.
- Recognize the importance of documentation of formal and informal counseling sessions with subordinates.
- Recognize job performance problems in others and take actions to correct problems.
- Document, submit and file action taken to correct job performance problems in others.
- Follow appropriate departmental guidelines/policies for implementing disciplinary actions.
- Stay alert/anticipate potential problems which might affect job performance.
- Conduct performance appraisals of subordinates.
- Investigate allegations of personnel misconduct, public complaints, internal complaints, and morale problems within companies or support service bureaus.
- Document and recommend discipline, and provide a written report to supervisor on results of investigations of alleged personnel misconduct, public complaints, internal complaints, and morale problems within companies.
- Train, evaluate, and prescribe corrective actions for probationary employees
- Provide constructive feedback to subordinates regarding their work performance.
- Recognize job performance problems in assigned personnel and take action to correct these problems.
- Discuss and guide resolutions of conflicts between or among others in the station.
- Discuss personal problems with subordinates when they seek guidance.
- Refer assigned personnel to appropriate individuals or services for problems affecting job performance.

- Evaluate the work performance of subordinates.
- Meet with subordinates to discuss their work performance.
- Explain reasons for policies and operating procedures to subordinates.
- Know available resources, within the Department, to assist with personnel matters.

Motivate and Develop Subordinates

- Set good examples for subordinates to follow.
- Encourage a desire in subordinates to perform well without supervision.
- Demonstrate confidence in subordinates and help them develop self-confidence and self-esteem.
- Foster and maintain good morale among subordinates.
- Give subordinates opportunities to provide input into decisions.
- Communicate the concerns of management to subordinates.
- Encourage acceptance among subordinates of department policies, procedures, goals and objectives.
- Ensure fairness and equal treatment of subordinates when making assignments.
- Recognize and commend good performance by subordinates.
- Help subordinates determine and achieve their personal and professional goals.
- Enhance training to include public relations and customer service as well as technical skills.
- Provide subordinates opportunities to grow, learn and develop additional skills.
- Evaluate and recommend staffing alignment to ensure the most effective crew efficiencies.
- Evaluate wellness of crew members (e.g., physical fitness, psychological, medical, set example, etc.).

Conduct Fire Investigations

- Conduct initial investigations to determine the possible cause of fires.
- Identify suspicious fires, assisting other investigation personnel where needed (e.g., Arson Investigator or Fire Marshal).
- Protect evidence of suspicious fire origin or arson and report it through proper methods and channels.
- Provide court depositions or testimony
- Collect information from witnesses and victims of fires and property owners to determine the need for an Arson Investigator.

Orchestrate, Direct and Perform Salvage and Overhaul

- Search out and extinguish hidden or smoldering fires.
- Recognize and preserve evidence of suspicious fire origin or arson.
- Ensure that utilities are turned on or off as appropriate.
- Turn over valuables to a superior officer, the police, or the owner, as appropriate.
- Advise owner of existing hazards and recommend necessary precautions.
- Collect, remove, and extinguish fire debris.
- Perform salvage and overhaul activities that are essential firefighter functions.
- Suspend overhaul operations in cases where the fire appears to be of suspicious origin.
- Ensure that openings made for ventilation are covered or replaced.
- Ensure alarm systems are back in operation.
- Direct the use of appropriate methods and equipment to dam up, divert, absorb, or remove excess water.
- Ensure that property is gathered and adequately covered.
- Identify the name and address of the property owner, and determine other information necessary for reports.
- Determine the extent of fire loss and estimate the value of damaged property.
- Direct the use of salvage covers as catch-alls, basins, or water chutes.
- Release building and contents to appropriate parties.

Write Reports, Correspondence and Other Materials

- Prepare reports regarding lost, stolen, or malfunctioning equipment.
- Document observed problems with subordinates' job performance.
- Properly complete and process injury reports.
- Prepare reports or checklists based on inspections of equipment and apparatus.
- Prepare disciplinary paperwork.
- Document results of meetings and discussions with subordinates.
- Prepare incident reports.
- Prepare personnel management reports such as schedules, leave requests, overtime records, etc.
- Prepare vehicle accident reports.
- Prepare written pre-incident plans or reports.
- Record alarms in log book or station journal
- Prepare reports or checklists based on pre-fire plans.
- Write letters, memos, and other correspondence to members of the department or the public.
- Participate in writing or revising department operations, policies, and protocols.
- Complete purchase requests.
- Write formal letters or memos to individuals inside and outside of the Fire District.

Coordinate and Provide Training and Instruction

- Ensure that assigned personnel are capable of performing all required evolutions.
- Make on-the-spot corrections for observed errors or mistakes made by assigned personnel.
- Train and instruct new recruits and probationary firefighters.
- Train and instruct subordinates on computer software utilized by the District.
- Train assigned personnel in proper procedures and protocols to be used during emergency incidents.
- Train assigned personnel in day-to-day operations such as pre-incident planning, fire prevention, public relations, customer service, etc.
- Conduct additional training on certain evolutions with assigned personnel when necessary.
- Discuss performance in incidents and training exercises with assigned personnel.
- Evaluate company operations at incidents and during training exercises to identify training needs.
- Ensure that assigned personnel understand department goals, policies, and procedures.
- Demonstrate the proper use of equipment and apparatus to assigned personnel.
- Ensure that training activities do not interfere with a possible emergency response.
- Participate in training exercises with other shifts, under the direction of the Training Officer.
- Plan, conduct and participate in classroom discussions and training exercises.
- Question assigned personnel to assess their knowledge and identify their need for additional training.
- Ensure that the company follows the training schedules established by the department.
- Share personal knowledge gained from training or experience with assigned personnel.
- Ensure that all assigned personnel are familiar with and garner support for the policies of the department.
- Critique/discuss actions taken at emergency calls with personnel involved at the incident.
- Coordinate and/or conduct company training and drills.

Manage and Perform Station House Duties and Activities

- Conduct roll call, disseminate information, and evaluate the readiness of personnel, equipment and apparatus.
- Ensure that all assigned personnel are delegated specific station duties and/or support services duties and that they are carrying out these assignments.
- Ensure completion of personnel management-related written documentation (e.g., scheduling, leave requests, overtime records, etc.).
- Complete, maintain, and archive station/company-related documentation (e.g., station journal, incident or response reports, etc.).
- Ensure that assigned personnel have the resources needed to complete their jobs safely.

- Develop work or activity schedules for routine activities within the station and within assigned response area.
- Manage a station and supervise company officers, coordinating information dissemination, financial obligations, problem solving, overall activities and long range planning.
- Manage the maintenance and upkeep of a station, including replenishing supplies, coordination of repairs, etc.
- Maintain files and records (e.g., on personnel, equipment, training, inspection, etc.).
- Access, enter and retrieve information on computers.
- Assign company members to serve in acting positions during absences.
- Schedule any repairs or maintenance needed to the station or grounds.
- Report availability of personnel, equipment, and apparatus.
- Conduct safety and cleanliness inspections of station living quarters, and ensure that they are maintained.
- Ensure that supplies are properly received, recorded, inventoried, and maintained.
- Assist in developing and implementing company and station house policies, procedures, rules, and regulations.
- Coordinate routine activities that carry over to the next day with other shifts.
- Supervise and ensure completion of routine station chores (e.g., shopping, cooking, cleaning, general station upkeep, etc.).
- Schedule routine activities within the station and the response area.
- Schedule specific station duties and delegate them to assigned personnel.
- Assist in preparing and managing assigned budget areas.
- Conduct inspections of assigned personnel, equipment and facilities.

Direct and Perform Code Inspections and Pre-Incident Planning

- Make on-site visits to become familiar with specific hazards within response area and/or work area or assignment.
- Develop pre-fire plans/pre-incident plans for special target hazards.
- Determine the nature and degree of life and property hazards.
- Determine equipment and personnel requirements as part of pre-incident planning.
- Select target hazards requiring pre-incident planning.
- Ensure assigned personnel are familiar with building features (e.g., connections, entrances, exits, etc.).
- Determine the functionality of existing alarm systems and safety devices in buildings.
- Schedule and direct company surveys of target hazards.
- Schedule and direct surveys of response area for water supplies, street access, occupancy changes, etc.
- Discuss fire codes and/or fire prevention procedures with building owners or occupants and report code violations to the Fire Marshal.
- Ensure that pre-incident plans are periodically studied and updated.

- Plan, schedule and lead company discussions of pre-incident plans.
- Develop sketches or map information regarding target hazards and submit to the Fire Marshal.
- Plan, schedule and conduct drills to practice pre-incident plans.
- Schedule, plan and make assignments for company pre-incident planning.

Perform Public Education and Services

- Direct fire drills at schools, businesses, nursing homes, and other high occupancy locations as assigned.
- Make presentations to schools, businesses, or community groups about fire prevention and safety as assigned.
- Assist homeowners with fire safety checks and/or pre-fire planning.
- Respond to requests for public education activities, and arrange for needed support.
- Participate in prevention activities.
- Schedule and coordinate station tours to explain equipment, apparatus, and techniques to visitors.
- Provide information about department goals, policies, procedures, and mission to members of the community.
- Support and carry out the Department's Mission Statement.

Program Management

- Research and investigate issues for special staff assignments (e.g., contract review, station management, coordination with a vendor, budgets, etc.).
- Manage special projects and assignments for the Fire District (e.g., apparatus maintenance, EMS operations, fire operations, supplies, building maintenance, etc.).
- Write special research or staff reports as part of a long-term assignment or onetime project.
- Manage the maintenance and upkeep of assigned apparatus, tools and equipment.
- Evaluate readiness of apparatus and ordering equipment.
- Evaluate need for special equipment.
- Evaluate functionality of apparatus and equipment (e.g., tools, etc.).
- Function in the capacity of duty officer as assigned, taking on all of the duties and responsibilities of this position.

General Duties

- Works assigned schedule.
- Works extended hours/overtime as may be necessary to ensure 24/7 emergency coverage for the community.

- Work effectively for extended periods without regular or guaranteed meal or break periods.
- Remains calm in difficult and dangerous situations.
- Exercises good/reasonable judgment.

Others

- Perform Support Services as assigned.
- Report to work on time and when scheduled.
- Perform additional primary duties and essential functions as assigned.

TYPICAL DUTIES

The following Duty dimensions and specific task statements are listed below:

On-site Emergency Scene Duties

Maintain and Expand Job Knowledge - Study, practice, and maintain a working knowledge of up-to-date, job related techniques through formal and informal class work, training sessions, and on-the-job experience.

Interact with Co-workers and Superiors - Interact and work together with other co-workers and supervisors on a regular basis.

Supervise and Provide Training and Instruction - Provide formal or informal instruction, training, or guidance to co-workers and others.

Maintain Adequate Physical Condition - Participate in a physical training program to maintain adequate physical condition to perform job tasks.

Supervise and Perform Fire Inspections, Code Enforcement Pre-Incident Planning and Fire Drills - Inspect buildings or structures to become familiar with potential fire hazards, conduct pre-incident planning, and identify code violations. Conduct fire drills at target hazards.

Supervise Routine Station Chores - Perform standard station chores, including shopping, cooking, cleaning, and general station upkeep.

Write Reports and Correspondence - Complete forms and reports to document such things as inspection results, vehicle accidents, and actions taken at fire incidents. Write letters, memos, and other correspondence.

Perform Office Duties - Perform miscellaneous office tasks such as work with computers, maintain files, take notes, talk on the phone, and schedule meetings or other activities.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Incident Management System – Knowledge of, and ability to effectively implement the Incident Management System (IMS). Knowledge of emergency management procedures during natural disasters and major incidents.

Strategy and Tactics - Knowledge of firefighting tactics and strategies. Ability to implement, evaluate, and modify tactical plans during an emergency incident. Ability to give appropriate fire-ground and emergency scene commands.

Safety Considerations - Knowledge of emergency scene safety considerations, including safety with apparatus, tools and equipment, as well as safety around fires, hazards, etc. Knowledge of and the ability to implement the firefighter accountability system. Knowledge of RIT Team operations and responsibilities. Ability to recognize potentially unsafe conditions and unsafe practices (e.g., flashover, building collapse) and take appropriate corrective action.

Knowledge of Apparatus and Equipment - Knowledge of fire suppression tools and emergency medical equipment (e.g., appliances, hoses, ladders, apparatus, defibrillator, splints, suction equipment, oxygen equipment, etc.). Knowledge of readiness requirements for apparatus, equipment and tools (e.g. knowledge of how to prepare for emergency responses). Knowledge of general operating procedures for pumping apparatus, and ability to oversee pumping operations. Knowledge of general operating procedures for truck/ladder apparatus, and ability to oversee operation of standard equipment (e.g., turntables, squirts, elevated platforms, etc.).

Knowledge of Hazardous Materials - Knowledge of "first responder" management requirements for hazardous materials incidents.

Knowledge of First Aid and Emergency Medical Care - Knowledge of emergency medical care practices and procedures, including EMS incident management practices. Knowledge of, and ability to apply triage management techniques during multi-casualty incidents.

Knowledge of Supervisory Practices - Knowledge of effective supervision principles and managerial practices. Knowledge of Fire District policy and procedures regarding personnel management (disciplinary procedures, employee conduct, complaints, assignments, performance, training, scheduling, etc.).

Supervisory Ability - Ability to effectively assign or delegate work to subordinates for routine station activities and/or support service activities. Ability to effectively assign or delegate work to subordinates during emergency incidents. Ability to evaluate the results of assigned work and responsibilities, and ability to provide constructive feedback to subordinates. Ability to recognize performance problems and training needs in subordinate personnel and take effective corrective action. Ability to counsel subordinate employees and obtain cooperation and meaningful progress in the face of problem performance.

Judgment, Reasoning and Common Sense - Ability to exercise appropriate judgment in routine supervisory situations and emergency incidents. Ability to use common sense and reach logical decisions, including the ability to foresee the consequences of various alternatives.

Knowledge of Computers, Software and Technology - Knowledge of fundamental software applications (e.g., word processing, spreadsheets, etc.). Skill in the use of computers for data entry and retrieval. Ability to effectively utilize communications systems (e.g., radios, computers) in all aspects of the job.

Administrative Knowledge and Skills - Knowledge of support service functions and resources (e.g., fire prevention, fire inspection, training, technical services, and administration). Ability to maintain accurate written records and schedules of personnel, resources and station operations. Ability to make proper assignments of personnel and appropriate use of resources.

Leadership Ability - Ability to function as a positive role model for subordinate personnel, leading by example, maintaining open lines of communication, and providing a work environment which builds upon the individual differences in personnel while focusing on team building. Ability to coach and effectively direct subordinate employees in a manner that will build self-esteem and result in higher productivity and cooperation.

Written Communication - The ability to convey oneself clearly and accurately. This includes all routine written work for the job, such as internal memoranda, subordinate evaluations, routine documentation and special reports.

Oral Communication - Ability to effectively communicate with subordinates, peers, management, allied agencies, and the public in all routine aspects of the job. Ability to listen to others attentively and with comprehension.

Conflict Resolution Skills - Ability to mediate or reconcile differences between or among others.

Problem Solving - Ability to obtain and interpret relevant information and data and identify possible causes of problems. Ability to develop effective solutions and propose appropriate recommendations.

Effectiveness Under Stress - Ability to think clearly and remain in control during stressful circumstances and emergency operations.

Courage and Assertiveness - The willingness to work under dangerous or adverse conditions, despite the threat of physical harm, as well as the ability to demonstrate self-confidence and self-reliance, and to take appropriate action when required.

Ethics, Integrity, and Honesty - The ability to maintain high standards of ethical conduct, even when faced with temptations, and to hold others accountable to those same standards.

Physical Ability - The ability to perform the physical activities that are necessary for the job, using strength, coordination, stamina, and related physical attributes with or without accommodation.

Knowledge of Fire Behavior - Knowledge of fire behavior, causes, and hazards, as well as fire chemistry and physics.

Fairness and Objectivity - The ability, to remain unbiased and open-minded, and to defer judgment until the necessary information has been obtained.

Emotional Maturity and Stability - The ability to maintain a level temperament, and to recognize, distinguish among, and manage ones own emotions and impulses.

Acceptance and Promotion of Diversity - The ability to respect and encourage working cooperatively with diverse co-workers of varying background and beliefs.

Personal Responsibility - The ability and willingness to take actions, and the willingness to accept the consequences of one's decisions and actions.

Awareness and Alertness - The ability to remain mentally focused and aware of one's surroundings, avoiding distractions, and concentrating on the tasks at hand.

Respect for Authority - The ability to follow orders, and to show respect toward those in positions of authority.

Dependability and Reliability - The ability to meet obligations and commitments.

Flexibility and Adaptability - The ability and willingness to adapt easily and quickly to changing environments, work duties, or other job requirements.

Reading Comprehension - The ability to comprehend written materials such as reference manuals, training materials, and correspondence.

Knowledge of Fire Detection, Alarm and Extinguishment Systems - Knowledge of various detection, alarm, and extinguishment systems found in buildings (standpipes, sprinklers, etc.) and how to operate those systems.

Compassion and Sensitivity - The ability to demonstrate empathy towards people in need and a sincere interest in helping those people and an awareness of the effects of one's decisions and actions on other people, and the ability to be empathetic to other people's emotions and feelings.

Visualization and Spatial Orientation - The ability to develop and use mental representations or mental pictures of such things as fire scenes and building layouts. The ability to know where one is in relation to the surrounding environment, visually locate objects and persons, and accurately estimate distances and heights.

Attention to Detail - The ability to recognize and attend to the details of tasks and situations, and to demonstrate a commitment to accuracy.

Knowledge of Construction Principles - Knowledge of basic building construction, electrical and mechanical principles, and the ability to apply those principles on the job.

Appearance and Demeanor - The ability to maintain a neat, well-groomed, and professional appearance and demeanor.

Learning and Memory - The ability to learn, retain, recall, and apply information that is essential to the job, such as pre- incident plans, verbal instructions, and reference materials.

Service Orientation - The ability to demonstrate a genuine interest and concern for the welfare of the community and its citizens, and a willingness to participate in community affairs.

Perseverance - The ability to demonstrate thoroughness and follow-through when working on difficult or lengthy tasks.

Knowledge of Fire Codes - Knowledge of relevant fire codes and ordinances, and the ability to apply this knowledge when inspecting structures and educating the public, and determining causes of fires.

Organizing, Planning and Prioritizing Skills - Ability to set priorities, coordinate and schedule tasks in a logical manner so as to maximize staff and material resources and meet goals and timelines. Ability to manage projects and priorities.

Ability to Train and Instruct - Ability to effectively present classroom and skills-based training.

Decision Making and Decisiveness - Ability to realize when a decision must be made and the willingness to take action or commit oneself.

Knowledge of Standards, Policies, Procedures and Organization - Knowledge of Fire District Policies, Standard Operating Procedures (SOPs) and Field Operating Guidelines (FOGs). Knowledge of how the Department is organized and where to go for assistance. Knowledge of department standards for training and drill requirements.

Motivation and Initiative - Ability to self-start, go beyond what is expected and initiate action rather than just responding to events. Ability to work independently.

Interpersonal Skills - Ability to effectively utilize interpersonal relationships with citizens, other city agencies, project coordinators, and other governmental agencies.

Creativity and Resourcefulness - Ability to remain open to new or creative ideas, approaches, or techniques.

Knowledge of Mechanical Principles - Knowledge of basic mechanical principles such as force and leverage, and the ability to apply those principles on the job.

Mathematical Ability - The ability to perform the basic mathematical calculations that are used on the job in a timely and accurate manner.

Knowledge of Response Area and Pre-Incident Plan Skills – Knowledge of local streets, building layouts and pre-incident plans, as well as location of hydrants and other sources of water supply within the local response area. Ability to interpret and draw basic building formations, maps and pre-plans.

Teamwork and Cooperation - Ability to foster, promote and maintain a teamwork environment. Ability to solicit input from Fire District members and incorporate multiple viewpoints to achieve desired outcomes.

Support Fire District Goals, Direction and Mission Statement – The willingness to actively support Fire District goals, direction and mission statement. Knowledge of and the ability to implement the Fire District's Mission Statement.

Physical Requirements - A Captain must be able to perform the essential physical functions of a Firefighter as outlined within this job description.

TOOLS AND EQUIPMENT USED

Emergency medical apparatus; fire apparatus; PPE, SCBA, fire pumps, hoses, and other standard firefighting equipment; firefighting and EMS training props; ladders, emergency medical equipment; radio; pager; personal computer; telephone.

GENERAL PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by any employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or

hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 175 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

Essential Physical Functions

- Put on and wear protective equipment
- Open hydrant to charge the hose
- Use 1-3/4 inch hose as an attack line
- Use equipment (e.g., ax, sledge hammer, etc.) to make forcible entries
- Enter smoke filled buildings/rooms with a hose in hand while wearing full protective clothing
- Crawl on a floor and if you cannot see, feel for the heat of the fire source
- Systematically search for trapped persons
- Drag victims with the help of another co-worker
- Screw the hose connection to the hydrant
- Drag charged 1-3/4 inch hose up stairs and around furniture when fighting a fire
- Carry victims with the help of another co-worker
- Use a hose clamp to clamp a charged/uncharged hose
- Wrap a hose around a hydrant to stretch it out and ensure it reaches the plug
- Climb stairs wearing full equipment while responding to a call for service
- Carry heavy equipment (hose pack, medical box, air bottles) up stairs while wearing full equipment
- Support a ladder, and raise the halyard to extend to the desired length, then lower into objective
- Climb an aerial ladder wearing full equipment
- Hold a charged 1-3/4 inch hose unassisted and open the nozzle
- Drag a victim out of a building unassisted while wearing full turnout gear
- Drag accordion folded or flat load, uncharged 2 1/2 or 3 inch hose until it is fully extended
- Drag charged 1-3/4 inch hose unassisted
- Reload hose and put it back onto the apparatus.
- Remove heavy equipment (i.e., ejector, positive pressure fan, fan, medical box) from the truck; transport and place it in operation unassisted
- Use a pike pole to pull down a ceiling
- Carry a victim out of a building unassisted while wearing full turnout gear
- Carry people unassisted down ladders wearing full turnout gear
- Carry people unassisted via stairs wearing full turnout gear
- Carry people as a team on backboard and/or ambulance cot.

- Remove and carry medical equipment from an ambulance unassisted.
- Carry a section of rolled hose unassisted
- Lower ladders and re-bed them onto the truck/quint
- Remove an extension ladder from the apparatus unassisted and carry it to its destination
- Operate a charged line from confined spaces
- Operate foam equipment
- Operate a line from heights (e.g. rooftops)
- While on a ladder, direct water at fire
- Operate the ladder pipe from an aerial platform
- Extend the booster line to a fire
- Hoist equipment to upper levels by a rope

Essential Mechanical Functions

- Make and unmake coupling connections
- Operate power tools (e.g., chain saw, circular saw, etc.) during the course of firefighting activities
- Remove the hydrant cap with a wrench
- Safely shut off utility services to buildings in emergency situations
- Operate heavy equipment (e.g., "jaws-of-life", etc.) in response to an emergency
- Operate electrical/gas shut-off valves
- For aerial ladders, set up truck jacks, place chocks, and then position and raise ladder
- Make openings for ventilation using equipment (e.g., saws, axes, etc.)
- Drive firefighting/emergency equipment to and from a scene
- Respond to hazards related to electrical emergencies
- Operate a fire extinguisher
- Inspect a pumper during operation; check gauges
- Operate emergency medical equipment (e.g. ambulance cot, defibrillator, syringes, splints, suction unit, etc) in response to an emergency.

Essential Cognitive Functions

- Ability to remain calm and follow oral and written procedures and instructions clearly and accurately in emergency situations
- Ability to demonstrate compassion to patients, family and people under emergency circumstances
- Ability to demonstrate good customer relations skills
- Ability to manage difficult interpersonal situations and conflicts involving patients, family members, bystanders, and other healthcare and public safety workers
- Ability to demonstrate effective and positive interpersonal relationship skills with co-workers and supervisors, in both routine and stressful circumstances

- Ability to apply knowledge of curriculum, medical protocol, and procedures related to basic and advanced patient care
- Ability to apply knowledge of curriculum, principles, procedures, and guidelines related to fire and rescue operations
- Ability to apply advanced knowledge of curriculum, principles, procedures, and guidelines related to apparatus operations

EXPECTED BEHAVIOR

The Captain is expected to embrace, support, and promote the Fire District’s mission, values, beliefs, and culture, which include but are not limited to the following:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

JOB RESPONSIBILITIES RELATED TO PATIENT PRIVACY

The incumbent is expected to protect the privacy of all patient information in accordance with the District’s privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Department’s policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment or of membership or association with Mid-Columbia Fire and Rescue.

The incumbent may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The incumbent may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other company operations.

The incumbent is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Department’s policies and procedures on patient privacy and any observed practices in violation of that policy to the Fire Chief, or his/her designee.

The incumbent is expected to actively participate in District privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with District policy.

NOTATIONS

Appointees will be subject to completion of a standard probationary period.

The examples of duties are intended only as illustrations of the various types of work 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.

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

Approved by the Wasco County Civil Service Commission on March 11, 2015

POSITION DESCRIPTION

CAPTAIN

Mid-Columbia Fire and Rescue

DIVISION:	OPERATIONS
CIVIL SERVICE STATUS:	YES
BARGAINING UNIT:	LOCAL 1308
REVISED:	3/11/15

I have reviewed and fully understand the responsibilities which are encompassed within my job description.

Employee Signature

Date