

Bonneville County Fire District #1

CLASS SPECIFICATION

FIRE CAPTAIN

FLSA Designation: Volunteer, Exempt
Full time, Covered

General Statement of Duties

Supervises and assists in the training of subordinate personnel, trains and performs firefighting and other emergency response; performs related work as required.

Classification Summary

The principal function of an employee in this class is to supervise Firefighters as well as protect the community from disaster situations, provide emergency medical services, and promote an environment of public safety within the emergency response area. This position may be assigned to a specialty area to assist Chief Officers. Employees in this class participate in fire prevention and inspection activities, equipment and station maintenance, and training dealing with all phases of fire suppression, prevention, inspection, rescue and emergency operation. The work is performed under the supervision of a Chief Officer. An employee in this classification performs the duties of other employees in the Fire Department as assigned. The principal duties of this class are performed in a work environment in which the employee is subject to potential personal danger.

Examples of Work (Illustrative Only)

Essential Duties and Responsibilities

- Responds to emergency incidents, evaluates results obtained by subordinate officers when they have been first on the scene, assumes command and directs fire suppression, hazardous material control, rescue, and property conservation activities; orders additional units to the scene when necessary and returns units to service as the situation is controlled;
- Provides working supervision and performs the duties of a Firefighter;
- Assists in the planning, and helps direct, and perform Department training activities in all aspects of fire suppression, hazardous materials, rescue, and related emergency response situations;
- Evaluates Firefighters for compliance with training and operational standards;
- Evaluates work of subordinates and writes performance appraisals;
- Maintains an effective work environment with subordinates, through verbal and written communications, teaching of job-related classes, continuous employee counseling, and disciplinary action as necessary;
- Assists in the design and implementation of programs and training to ensure the Department remains in compliance with applicable standards and regulations;
- Reviews and analyzes Department response to incidents including, but not limited to, personnel, equipment, and methods, to determine effectiveness and efficiency;
- Assists in the preparation of response plans;
- Assists in long-range planning and prepares personnel and equipment needs assessments;
- Participates in development of policies and procedures within the Department;
- Coordinates departmental support, administrative, and managerial activities as required and directed;
- Assists the Chief with budgeting, staffing, equipment and supplies purchasing, and related areas as needed;
- Attends training sessions, seminars, and workshops to remain current on developments in the field;
- Keeps fire station, equipment, and grounds in a clean and orderly condition;
- Maintains certifications through training, instruction, and continuing education sessions;
- Acquires and retains a thorough knowledge of the response area, including streets, buildings, water supply, unusual hazards and related items;
- Performs various public information or education tasks;

- Responds to inquiries, suggestions, and concerns from the public in a courteous and prompt manner;
- Enters inspection, training, emergency, medical, and other response calls into the records management systems;
- Performs all work duties and activities in accordance with Department policies, procedures, and safety practices.

Other Duties and Responsibilities

- Maintains expertise and provides training in specialized area such as hazardous materials, confined spaces rescue, technical rescue, arson investigation, equipment maintenance and related areas;
- Participates in fire prevention demonstrations, community education, smoke alarm checks, and related events;
- Performs duties of subordinate personnel, as needed;
- Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of:

- The geography of the City of Ammon and surrounding areas, including the streets system, hydrant locations, the layout and location of public utilities, and potentially hazardous materials or substances;
- Specialized fire fighting vehicles and equipment;
- Current firefighting tactics and strategies for all types of fire such as wild-land, commercial, residential, airport, flammable and combustible liquids, vehicle, etc.;
- Employee training, supervisory, and evaluation methods, techniques, and objectives;
- Large and small group presentation methods, materials, techniques, and objectives;
- Basic mathematical and science skills;
- Fire Code for inspection purposes;
- Department policies, procedures, regulations, and operational standards;
- Emergency response records systems, communications equipment and use, fire computer applications, and incident reporting procedures;
- Standard office equipment, personal computers, and job-related software.

Ability to:

- Train, supervise, and evaluate subordinate Firefighters;
- Conduct large and small group training sessions;
- Operate specialized firefighting, rescue and related vehicles and equipment;
- Maintain required physical fitness standards;
- Determine the best course of action for fighting fires, rendering aid, and responding to other emergency situations;
- Work under stressful situations, day and night, which result from a fire and other emergencies, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property;
- Work within a command structure requiring strict adherence to the following of orders;
- Work in a team environment under stressful situations;
- Quickly learn, put to use, and train others in new skills and knowledge brought about by rapidly changing information and/or technology;
- Learn and correctly apply routine Department policies and procedures;
- Read, comprehend, and follow simple oral and written instructions; and to understand and apply available guidelines to varied operational requirements;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;

- Operate standard and specialized audio-visual training and instruction equipment;
- Communicate effectively both orally and in writing, with the public and other employees.

Acceptable Experience and Training

- High school diploma or GED equivalency is required; and
- Three to Five years of firefighting or Department experience is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- IFSAC Firefighter I certification is required;
- IFSAC Firefighter II certification is required;
- Driver Operator certification is required;
- National Registry EMT Basic (NREMT) is preferred, required within 12 months of hire;
- Idaho Class B CDL driver's license with tanker and airbrake endorsements is preferred.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person, by telephone, and by two-way radio, including during emergency situations which may involve a high degree of noise;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, written and/or text material, and effectively operate at a fire or related emergency scene;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and specialized equipment used in firefighting and emergency medical response situations;
- Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties in a firefighting, emergency medical response, and emergency response environment.