Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.1.25

2. SUBJECT: ***Job Description - Captain***

3. POLICY: The Captain is established to provide an emergency incident officer with duties and responsibilities as prescribed herein to meet the needs of Grant County Fire District 3.

4. SCOPE: This Policy and Procedure is applicable to the Captains of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The Station Chief shall ensure that this Policy and Procedure is adhered to.

   B. The Captains will adhere to this Policy and Procedure.

6. PROCEDURE:

   A. Supervision Received: The Captain shall be responsible to and under the supervision of the Station Chief of his or her assigned station.

   B. Supervision Exercised:

      1. When operating under the direction of an incident commander, may be required to direct a group or division of the operation as assigned.
      2. Shall oversee personnel assigned to his or her battalion station and assign work and special projects as the need arises.

   C. Essential Duties and Responsibilities:

      1. Determines methods of fire suppression; supervises laying of hose lines, directing of water streams, pressures of streams, placing of ladders, ventilation of buildings, rescuing of persons, and placing of salvage covers.
      2. Monitors and observes District activities to ensure that conduct and performance conform to Grant County Fire District 3's standards.
      3. Carries out duties in conformance with Federal, State, County laws and ordinances.
      4. Responds to alarms received and directs routes to be taken; directs work of fire lieutenants pending arrival of a superior officer; supervises through subordinate officers the laying of hose lines, placing of ladders, direction of water streams, ventilation of buildings, rescuing persons, and placement of salvage covers.

5. Prepares a variety of reports and records including personnel records, and requisitions.
6. When arriving at an emergency scene as the senior officer, shall assume command of all emergency scene operations and activities. Shall maintain command until relieved by a higher ranked officer of Grant County Fire District 3.
7. Shall handle personnel problems as related to the needs of individuals. Other personnel matters shall be referred to the Station Chief.
8. Shall maintain complete and up to date records of all emergency responses, drills, schools or other authorized representations by personnel of his or her Station.
9. Shall continually work to promote the positive public image of Fire District 3 and be party to no act or omission that may detract from a positive public image.
10. Shall assist in planning and conducting training of Station personnel.
11. Shall complete assignments as set forth by the Station Chief relating to procedures of District 3 and or nationally recognized good practice.
12. Shall enforce all safety laws that apply to the fire service and shall be responsible for the safety of personnel under his or her command.

D. Peripheral Duties:

1. Attends periodic schools, conferences, workshops and seminars as directed by the Chief to maintain a high degree of ability, knowledge and understanding of fire service methods, practices, developments and attitudes.
2. Performs the duties of subordinate personnel as needed.
3. Coordinates activities with other supervisors and exchanges information with officers in other fire departments.
4. Maintains contact with general public, District officers and other District officials in the performance of fire district activities.

E. Knowledge Ability and Skills:

1. Ability to meet and deal with the public in a courteous and professional manner and promote a positive image of Grant County Fire District 3.
2. Eligibility for the position of Captain shall be limited to existing personnel in good standing with Grant County Fire District 3 who meet all of the following:
    a. Shall have served with the District for three years or more.
    b. Shall have no current or pending disciplinary actions on file.
    c. Shall reside within a reasonable distance of the Battalion Station of designation.
3. Skill in the operation of the listed tools and equipment.

4. Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other personnel, supervisors and the public; and ability to meet the special requirements listed below.

F. Special Requirements:

1. Must be twenty-one (21) years of age or older at time of appointment.
2. Must possess, or be able to obtain, a valid State Driver's License with certification of Emergency Vehicle Accident Prevention Program (EVAP) without record of suspension or revocation in any state.
3. Have not been convicted of a job-related crime or released from prison within the last 10 years.
4. Ability to read and write the English language.
5. Ability to meet Grant County Fire District 3's physical standards.
6. Following appointment, the individual shall serve a one-year probationary period.

G. Tools and Equipment Used: Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

H. Physical Demands: The physical demands described here are representative of those that must be met by an 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.

1. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.
2. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

I. 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 in vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
2. The employee 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, risk of electrical shock, and vibration.
3. The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

The duties listed above are intended only as illustrations of the various types of work that may be 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.

NOTHING CONTAINED IN THESE JOB DESCRIPTIONS OR ANY OTHER WRITTEN POLICY OF THE DISTRICT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THESE JOB DESCRIPTIONS FOR THIS FIRE DISTRICT OR ANY OTHER WRITTEN POLICY OF THE DISTRICT ARE MERELY STATEMENTS OF DISTRICT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE DISTRICT RESERVES THE RIGHT TO MODIFY THE AFOREMENTIONED JOB DESCRIPTION AND DISTRICT POLICIES AT ANY TIME.