

Job Description
Captain

<u>Direct Report of:</u>	Assistant Fire Chief Safety Officer Training Officer	Medical Director Privacy Officer
<u>Peers With:</u>	Fire Marshal Training Officer	Chaplain
<u>Direct Reports:</u>	Lieutenant	
<u>Locations:</u>	Tightwad Fire Station	Coal Fire Station
<u>Resources Provided for District business:</u>	Mobile radio Personal Protective Equipment (PPE) Continuing education, if EMT	Photocopier/printer Uniform and badge Response application Training and education
<u>Memberships:</u>	Firefighters Association of Missouri (FFAM) Missouri Emergency Medical Services Association (MEMSA), if EMT	
<u>Compensation and Allowances:</u>	Unpaid	Mileage, uniform, and wireless telephone allowances
<u>Assignment:</u>	Part-time	On-Call 24 hours a day, 7 days per week
<u>Maximum Staffing Level:</u>	1 position	

Primary Responsibilities:

Progressively manages emergency services operations for the protection of life and property in the District, particularly firefighting, fire prevention, and emergency medical services (EMS).

Helps ensure District goals are met and works towards fulfilling the District's vision.

Consults with the Assistant Fire Chief but works independently in managing non-operational activities.

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Administrative Duties:

- Prepares reports and documentation of training, station duties, incidents, patient care, maintenance, and other activities.
- Verifies National Fire Incident Reporting System (NFIRS) incidents and patient care reports are entered on a timely and accurate basis
- Provides feedback for annual budget requests to the Budget Officer
- Helps to control spending within budget

Important Duties:

- Complies with and enforces applicable state statutes and federal regulations, e.g., traffic laws
- Provides feedback for helping to draft and recommend District policies and goals and content for the District's Strategic Master Plan
- Implements and ensures use of standard operating procedures or guidelines
- Conforms to and enforces District policies and standard operating procedures or guidelines
- Operates and manages the use of firefighting, EMS and first aid equipment
- Ensures firefighting, EMS and first aid equipment is cared for, tested, and maintained
- Manages the inventory of firefighting and EMS equipment and supplies
- Ensures District buildings, apparatus, and grounds are clean and maintained
- Assists in the evaluation of needs and recommendations for the purchase of apparatus, equipment, and supplies
- Manages District activities and programs, including community activities, education, and emergency preparedness
- Recommends the assignment of personnel and equipment
- Responds to alarms and serves as the Incident Commander at the scene of incidents as necessary according to the District's standard operating procedures or guidelines
- Supports continuous improvement of operations and protocols, improved outcomes through participation in quality assurance and quality control activities reducing response times and streamlining work processes
- Works cooperatively and jointly to provide seamless quality customer service
- Helps to plan periodic training exercises and drills to increase emergency services knowledge and skill proficiencies and participates in those periodic training exercises and drills
- Supports arson investigation activities
- Coordinating management of activities involving the insurance industry and local, regional, state, and federal agencies
- Assists with coordination of and participates in activities with those responsible for water service relative to fire protection
- Attends conferences and seminars to keep abreast of developments in emergency services and public administration
- Leads or assists with special projects as assigned.
- Recruits candidates and retains personnel

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- Participates in the hiring process, including interviewing applicants for subordinate positions
- Interviews candidates in the promotion process for subordinate and peer positions
- Provides input into personnel action recommendations

Desired Knowledge:

- Basic Life Support (BLS) emergency medical services
- Principles and practices of management systems and processes

Required Knowledge:

- Fire hazards and fire prevention techniques
- First aid, including cardiopulmonary resuscitation (CPR) and automatic external defibrillation
- District streets, roads, highways, locations, and known hazards
- Principles, practices, methods, and equipment employed in modern emergency services, including operations and maintenance, including the National Incident Management System (NIMS)
- Safety standards and precautions pertaining to fire suppression, EMS, and first aid activities and the use and operation of emergency services equipment
- EMS, particularly Missouri Department of Health and Senior Services regulations pertaining EMS, e.g., first response, automated defibrillation, basic life support, etc.
- Record keeping and its application to national incident reporting, patient care, fire prevention, staffing, and emergency services administration
- District ordinances, policies, standard operating procedures or guidelines and state statutes and regulations pertaining to emergency services and public administration
- Management principles and practices for a modern emergency services organization
- Principles and practices of management systems and processes

Desired Abilities:

- Use EMS equipment, e.g., stethoscope, oxygen delivery system, blood pressure cuff, airways, etc. or apparatus in emergency situations
- Process patients, including fracture and spinal injury management; burn management; obstetrical emergencies; airway management; and triage of patients in a mass casualty incident
- Administration of medications according to District protocols

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Required Abilities:

- Follows commands and instructions
- Uses good judgment in operational activities consistent with carrying out the District's mission, policies, operating procedures or guidelines achieving goals, and fulfilling the District's vision
- Establishes relationships and work well with District employees
- Works well with the public and employees of other agencies
- Works safely without presenting a direct threat to self or others
- Gathers information by interviewing and obtaining the statements of victims and witnesses at the scene of an incident to take safe and effective action and provide safe and accurate treatment
- Prepares reports and documentation, e.g., as necessary for national incident reporting, with clearly organized thoughts using proper English sentence construction, punctuation, and grammar
- Communicates with co-workers and employees of other agencies
- Comprehends and makes inferences from written material
- Manages multidisciplinary staff in EMS, firefighting, fire prevention, and emergency services activities, giving commands and instructions as necessary, especially in emergency situations
- Provides station-level leadership
- Performs a broad range of supervisory and managerial responsibilities over others, including disciplining employees
- Provides feedback on the overall operational effectiveness in carrying out the District's mission, achieving goals, and fulfilling the District's vision
- Assists on defining the training needs for subordinate personnel
- Verifies subordinate personnel are trained and participate in periodic training exercises and drills, including activities involving regional disaster response
- Communicates with District personnel, patrons, or the public in face-to-face, one-on-one, group, or over the telephone types of settings.
- Produces written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar
- Observes, monitors, and compares data to determine compliance with the District's policies and standard operating procedures or guidelines
- Reviews or checks the work of others for conformance to the District's policies and standard operating procedures or guidelines
- Basic computer skills such as emailing, word processing, spreadsheets, applications, and presentations

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Required Abilities as necessary:

- Detects symptoms or evidence of illness or injury to provide a basis for effective treatment
- Communicates with persons at the scene of incidents, e.g., patients
- Uses first aid and firefighting equipment, including automated external defibrillators (AEDs) and fire hoses and apparatus at emergency incidents
- Ventilates burning buildings by opening windows and creating holes in roofs and floors
- Performs searches and rescues, including inside burning buildings and rescuing trapped or endangered persons
- Forces entry into locked vehicles or structures
- Advances hose lines and makes hydrant connections
- Puts water streams on fires
- Overhauls fire scenes
- Detects gas leaks
- Performs routine apparatus and vehicle maintenance

Desired Licensure:

EMT or greater, e.g., Emergency Medical Technician-Paramedic, Registered Nurse, etc.

Desired Training and Experience:

A combination of experience and education that meets the required training and experience may be substituted for the following:

- Post-secondary degree or advanced training
- Successful completion of supervisory or management courses in emergency services administration, fire prevention, EMS, and business or public administration
- Two years of supervisory and/or managerial emergency experience with familiarity of all phases of emergency services operations
- Three years as a firefighter and an Emergency Medical Technician (EMT)
- Firefighter II, Fire Officer I, or Fire Instructor I certifications

Confidentiality:

Regularly works with data, processes, or confidential information where disclosure is a serious breach of trust and potential violation of law.

Working Conditions:

At times, this position requires disagreeable working conditions that include exposure to any number of elements (individuals with injuries, illnesses, contagious diseases, toxic chemicals, hazardous substances, excessive heat, cold, noise, inclement weather as well as occupational hazards such as exposure to smoke, fire, and explosions; etc.), with several continuously present to the extent of being objectionable.

Mental and Visual Demands:

The position requires intense and exacting mental and visual attention, involving the performance of complex work. The position requires continuous attention to detail.

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Physical Requirements:

- Lifts, moves, positions, and climbs ladders, e.g., to gain access to upper building levels
- Climbs through rafters, on roofs, and through confined spaces
- Opens and closes valves
- Advances with a large-diameter hose while discharging water
- Carries heavy loads up and down stairs
- Lifts and moves patients with and without stretchers
- Hears and responds to visual and auditory alarms, e.g., traffic sounds, sounds of impending building collapse, alarms, sirens, calls for assistance, and other audible signs of alarm or warning in emergency situations
- Communicates effectively via two-way radio, e.g., with dispatch
- Grasps and safely operates or uses tools such as an axe, pry tools, pike pole, rope, chainsaw, shovel, hydraulic or pneumatic rescue equipment, gas detectors, thermal image cameras, etc.
- Wears personal protective equipment (PPE) such as gloves, goggles, face masks, gowns, and some PPE weighing approximately 70 pounds in high humidity (up to 100 percent) situations that significantly impairs body cooling; in environments with extreme temperature fluctuations (400+ degrees Fahrenheit); and requiring a tight fitting respirator, i.e., self-contained breathing apparatus (SCBA) for respiratory ventilation
- Operates oxygen delivery system, automated external defibrillators (AEDs)

Desired Physical Requirements:

Operates medical equipment such as a stethoscope, oxygen delivery system, blood pressure cuff, airways, etc.

Additional Requirements:

- Ability to respond to incidents within 15 minutes when available for duty
- Excellent attendance and active participation
- An individual in this position may use personal or District vehicles on District business; therefore, if an individual uses personal or District vehicles, the individual must be physically capable of operating the vehicle safely, possess a valid driver's license, and have an acceptable driving record
- Use of a personal vehicle for District business will be prohibited if the employee does not have personal insurance coverage

Note: This Job Description will be reviewed from time to time and adjusted, if necessary.