

CITY OF TOPPENISH
Class Specification

Title:	FIRE CAPTAIN	Department:	Fire
FLSA Status:	Non-exempt	Reports To:	Fire Chief
		Effective Date:	January 1, 2009

General Summary

Oversee Fire Department personnel at a variety of emergency incidents. Ensure that proper and efficient emergency fire, medical, and other emergency services are provided in accordance with approved and accepted emergency management techniques. Responsible for scheduling and/or providing all fire suppression training of all departmental personnel and the maintenance of all equipment and facilities. Responsible for maintaining all training and maintenance records. Conduct and oversee safety inspections. Prepare budgets and reports. Reports to the Fire Chief.

Essential Functions/Major Responsibilities

Provide emergency medical services.

Provide daily equipment checks/maintenance to ensure proper operation.

Create a variety of reports, maintain records, and perform grant writing.

Provide fire suppression services.

Receive and return phone calls from the public.

Make personal public contact appearances.

Provide life safety inspections.

Conduct a variety of fire, accident, medical related training programs.

Perform a variety of supervisory functions, developing work schedules, etc.

Secondary Functions

Provide building and grounds maintenance functions.

Perform other related duties as assigned.

Job Scope

Position encounters a wide diversity of work situations. Job involves a high degree of complexity or difficulty due to life threatening, nebulous, and/or quick response situations. At times, determines own practices and procedures and/or contributes to the development of new concepts. Operates independently with minimal supervision. Work is not normally checked or verified by others. Errors in work or judgment could cause injury or death to others, adversely affect property, or cause monetary loss. Decisions are made within City organization policy constraints and generally accepted fire codes, and/or state or federal laws.

Supervisory Responsibility

Position has full supervisory responsibilities for all Firefighting and EMS personnel.

Interpersonal Contacts

Contacts are normally made with others both inside and outside of city government. Close contacts are made with the police department and residents of the city. Contacts frequently contain confidential/sensitive information necessitating discretion at all times. Majority of contacts are made with city employees and are generally face-to-face or via telephone. Contacts are usually made on own initiative.

Specific Job Skills

Possess an expert knowledge of the operation of emergency fire and medical equipment, computers, radio communication equipment, etc. Possess a thorough knowledge of accepted rules, regulations and procedures regarding emergency fire and medical procedures and techniques. Possess the ability to analyze a variety of situations and make quick logical decisions. Possess strong written and verbal communication skills. Ability to operate a variety of motor vehicles. Possess strong interpersonal skills, telephone etiquette, the use of discretion in all contacts and the capacity for mentoring and teamwork. Mental activities include decision making, applying interpersonal and customer service skills, use of discretion and participating in a team environment. Ability to read, speak write and understand English. Physical activities require the ability to exert a high level of energy at times, the ability to stand, bend, reach, sit, stoop walk, kneel, feel, handle, grasp, and to keyboard. Also possess the physical abilities to talk and hear.

Job requires the ability to lift and carry one hundred pounds, to climb on uneven surfaces, operate power tools and to wear 100 pounds of extra equipment. Ability to work in dark, hot and smoke-filled spaces.

Education and/or Experience

Position requires some higher education beyond high school or vocational training specializing in Fire Science and a minimum of five years experience as a fire fighter with at least two years in a supervisory capacity. Possess an Emergency Medical Technician certification, an Instructor's certification and a Washington State Driver's License. Possess an Emergency Vehicle Accident Prevention Instructor certificate and an Incident Safety Officer certification.

Job Conditions

Job requires the ability to lift and carry one hundred pounds, to climb on uneven surfaces, operate power tools and to wear 100 pounds of extra equipment. Ability to work in dark, hot and smoke-filled spaces. Job may require substantial overtime, evening meetings and to be in an "on-call" status. Job involves heavy lifting and exposure to hazardous situations. At times works alone.

APPROVED:

William Murphy, City Manager