

North Lincoln Fire & Rescue District #1

JOB DESCRIPTION

CAPTAIN

A. Position Summary

This is a career company officer position. The duties of this position include firefighting, emergency rescue, fire prevention, and Emergency Medical Services. Captains are required to learn and participate in the operation of equipment and apparatus, and the performance of hazardous tasks under emergency conditions, which may require strenuous exertion in environments involving smoke, fire, heat, and cramped surroundings. In addition, duties shall include participation and/or leading drills and classes, studying techniques and procedures for firefighting, emergency rescue, Emergency Medical Services, and response to hazardous materials incidents. Duties also include custodial care and a wide variety of maintenance of District facilities, apparatus, and equipment. Performance of the work requires initiative and the exercise of independent judgment. The duties of the position are performed under the general supervision of the Deputy Chief of Operations and/or Fire Chief and other officers of the District. The Shift Captain is responsible for the supervision and evaluation of their assigned firefighters. The person in this position acts as the Incident Commander until relieved by a higher-ranking Fire Officer.

This position shall contribute to a professional and positive work environment to promote District goals and objectives. They also keep the organizations vision and values at the forefront of decision making. This position must maintain good working relationships with both District employees and District volunteers. This position must pass an annual medical physical that meets the Principal Duties and Responsibilities requirement of the position (NFPA 1582 Physical).

B. Supervision Received

During the course of their non-emergency duties, this individual is under the direct supervision of the Deputy Chief of Operations and/or Fire Chief. This individual operates within the Chain of Command as a Captain during emergency activities. The Captain is evaluated for effectiveness and conformance within, and expected to abide by, identified District policies, procedures, guidelines, and organizational goals.

C. Supervision Exercised

This individual is expected to supervise the firefighters assigned to them, assign duties to their supervisees, and provide for the safety of District personnel at all times. This individual is expected to supervise District personnel on emergency scenes as a Captain following Chain of Command procedures. The Shift Captain is responsible for written evaluations of the Firefighters assigned to them and participates in other District evaluations as required.

D. Principal Duties & Responsibilities

1. Is able to perform all the Principal Duties as outlined in the Firefighter / Engineer Job Description, (see Section H).
2. Responds to emergencies, establishes Incident Command, and supervises crews on the incident.
3. This position is assigned to a station and is responsible to ensure that equipment and personnel are always response ready.
4. Is responsible for deploying equipment and personnel for fire and rescue purposes for maximum tactical and safety advantage.
5. Participates regularly in Fire District training sessions and meetings. May be requested to instruct during drills and additional training as needed. Performs as an instructor of assigned crews.
6. Maintains order and discipline among District personnel. Enforces District Policies and Standard Operating Guidelines.
7. Assists with developing and maintaining Pre-Fire Plans for the Fire District.
8. Investigates for initial fire cause determination. Responsible for determining if additional investigation is required, and for making notifications to continue the investigation as needed.
9. Performs or assists with maintenance of stations, apparatus, and equipment. Shall assist in ensuring that maintenance is performed under the direction of District maintenance personnel.

10. Attends conferences, specialized schools, seminars, and other training functions to keep abreast of new developments in fire protection technology and EMS as the Deputy Chief of Training may direct or authorize.
11. Is an advocate for the Fire District in the dealings with the public, volunteers, or other governmental agencies.
12. Performs other duties and functions as assigned.
13. Captains shall assist with all record keeping, including alarm, training, EMS, and maintenance reports.

E. Residency Requirements

Captains are not expected to live within the North Lincoln Fire & Rescue District's boundaries.

F. Minimum Qualifications

- Possess a valid Oregon driver's license
- NFPA Fire Officer I
- NWCG Wildland Interface Firefighter Type 1
- NFPA Apparatus Operator Equipped with a Pump
- NFPA Driver
- NWCG Engine Boss (within 12 months of promotion)
- Annually pass a NFPA 1582 medical examination
- NFPA Hazardous Materials Operations
- EMT to be maintained throughout employment
- 3 years as Career Firefighter

G. Preferred Qualifications

- NFPA Apparatus Operator Equipped with an Aerial Device
- NFPA Fire Officer II
- NIMS 300 and 400
- Associate's or Bachelor's Degree in Fire Science or equivalent
- NFPA Hazardous Materials Incident Commander
- Rescue Technician Certifications

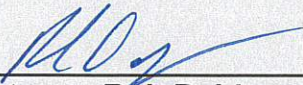
H. Required Firefighter / Engineer Principal Duties Referenced

1. In addition to those physical and mental functions required to perform the duties set forth above, this position requires that the Firefighter / Engineer be able to perform all duties as required to maintain NFPA Firefighter I and the following:

- a. Participates in training for fire, emergency medical, hazardous materials, and related emergency services.
- b. Participates in the maintenance of buildings, apparatus, and equipment.
- c. Participates in Pre-Fire Planning surveys and inspections.
- d. Assists with fire prevention and/or public fire safety education programs and related duties.
- e. Acts professionally and respectfully at all times to Officers, other career and volunteer members of the District, and the general public.
- f. Maintains a working knowledge of all Fire District Policies and Procedures, Standard Operating Guidelines, and any other directives concerning the work force.
- g. Carries out all other duties and functions as assigned by the Fire Chief or Chain of Command.
- h. Ability to drive a medic unit or large fire apparatus during both the day and night, using depth perception and peripheral vision, in emergency situations involving speeds in excess of posted limits, congested traffic, and unsafe road conditions caused by factors such as fog, rain, ice, and snow.
- i. Ability to complete firefighter and emergency rescue functions and tasks which are very physically demanding over a period of time without breaks, recovering quickly when given a short break.
- j. Ability to maintain composure and confront stressful situations and withstand the effects of repeated exposure to traumatic situations.
- k. Ability to hear and verbally respond to spoken orders, calls for assistance, and radio communications, as well as the ability to identify and appropriately respond to various sounds in an environment with substantial background noise.
- l. Ability to read, learn, and remember new and updated detailed complex information, such as hazardous materials information, medical information, or changes in policy or procedures. Ability to apply information in a logical manner.
- m. Ability to identify hazardous materials codes by color.
- n. Ability to communicate with a diverse range of people and deal with verbal and physical confrontations.
- o. Ability to interview people and to gather information on their medical history or circumstances surrounding an incident.

- p. Ability to prepare incident reports, inspection reports, and medical reports either by hand or computer, using proper, detailed descriptions and appropriate grammar.

I. Civil Service Pay Classification: Captain (F-2)

Job Description Approved by:	
	4-1-24
Signature – Rob Dahlman, Fire Chief	Date