

SPOKANE COUNTY FIRE PROTECTION DISTRICT 10
JOB DESCRIPTION

Position: Captain

Reports To: Deputy Chief

Division: N/A

FLSA Status: Non-Exempt

I. Function

Under direction of the Fire Chief, Assistant Chief and Deputy Chiefs, the Captain will be responsible for the guidance, direction and support for emergency incident responses and administration of day-to-day operations of the District. This position will provide supervision, management and evaluation of subordinate positions.

The Captain will perform other duties as assigned, to accomplish the mission of the District.

Position may or may not have to perform all duties listed, nor are all duties listed.

II. Job Location and Conditions

The job location is generally within areas served by Fire District 10 but is subject, from time to time, to areas outside of the District. This may include running errands, picking up parts, tools, apparatus, and training or prevention supplies outside of the District.

Work may be performed outdoors regardless of weather conditions. The Captain may be subject to temperature extremes, extreme conditions, confined spaces, dangerous atmospheres, biohazards, heights and other potentially dangerous conditions.

The Captain will need full range of motion and may be subjected to repetitive running, walking, stooping, bending, crawling, standing, sitting, climbing and laying, in some cases for extended periods of time. The Captain may be required to lift heavy objects from time to time and must be capable of moving, dragging or otherwise rescuing victims from harm in hazardous conditions.

Is subject to the terms and conditions of employment contained in the collective bargaining agreement.

Work Schedule –The work schedule will be 40 hours per week, 4-10 hour days. Work week may include days, evenings and weekends. Refer to contract for overtime specifications.

III. Duties

Performs Captain and Emergency Medical duties in a manner consistent with District policies and local and state standards/protocols.

Provides fire suppression and basic life support services. Assumes command in the absence of a superior officer and performs incident scene duties necessary to complete the district's mission.

Drives and operates assigned apparatus in accordance with the laws of Washington State and Fire District 10 policy, procedures and standards, assuring efficient and safe operation, including proper placement at scene, adequate water supply (if pumper or tender) and correct operation of aerial apparatus. Maintain knowledge/skills/abilities with all District operated firefighting, forcible entry/rescue, hazardous materials, audiovisual, training, and other equipment and be able to instruct on its use.

Incident response as a senior officer of the District

Can serve as "Duty-Officer" (1020) for an assigned period

Work with all assigned personnel to ensure all incident reports are completed in a timely manner

Oversees the Shift Schedules for the district.

Oversees the Volunteer and Resident programs within the district.

Oversees incident reports and completion in a timely manner.

Participates in new member entry process, including direct involvement in the interview portion of the hiring process, and shift assignments.

Inspect the fire station grounds for cleanliness and appearance; observe apparatus, records, equipment, and general condition while reporting any deficiencies

Assist with Instruction of the principles and practices of firefighting, fire prevention, emergency medical services, hazardous materials, and other related subjects as assigned

Manage investigation, reporting, and when appropriate, corrective action of disciplinary issues of the Districts volunteer and resident personnel

Prepares records and reports regarding incidents, supplies, personnel and other matters pertaining to the fire station and its equipment. Solicit and screen budget requests submitted to the District for annual budget preparation

Conducts annual performance evaluations, coaches and disciplines within the guidelines and practices of the District of all volunteer and resident firefighters

Supervises annual testing and maintenance of equipment and apparatus

Represents the Fire District at meetings and other activities, works with other personnel and the public to accomplish the goals and objectives necessary to complete the mission of the District

Provides oversight into the completion of Probationary Firefighter Task Books

Primary liaison for entry level probationary firefighters

Acts as a liaison between station personnel and administrative staff and the public.

Participates and assists in the coordination of activities and community events

Maintains skillful ability to perform all associated activities as may be required to complete assigned tasks.

Works cooperatively with other District members, and other agency partners, volunteer and career, on emergency scenes and other events, and strives to promote a positive work environment.

Perform research and development on special projects as assigned.

All assigned duties shall be performed in a timely manner within deadlines when applicable and with professionalism and integrity.

Performs such other duties as may be assigned.

V. Required Knowledge, Skills, and Abilities

Ability to understand and follow oral and written communication

Ability to instruct firefighting and emergency medical services and evaluate the practical applications of each

Thorough knowledge of operation and maintenance of all District equipment and apparatus

Thorough knowledge of fire District rules, regulations, and policies and procedures

Ability to work with the public

Functional knowledge of current computer technology and programs relevant to the fire service

Ability to write comprehensive reports and maintain records

Make recommendations to enhance the operating procedures of the District

Ability to deal with and effectively manage personnel problems

Skills in fostering effective working relationships and a high level of morale

Adaptable and flexible to change and committed to the growth and improvement of the District and its members

Able to supervise the work of subordinates during emergency, routine, and non-routine work activities while maintaining discipline and respect

Knowledge of the geography of the District, including streets, water mains and fire hydrants

Possess strong leadership skills

Self-motivated with the ability to work independently

Credible, enthusiastic and confident

Have considerable knowledge of Fire District policies, rules, and guidelines regarding firefighting methods, hazardous materials operations, motor vehicle accidents, emergency medical procedures and fire prevention methods.

Ability to communicate effectively with assigned personnel, emergency cooperators, as well as the public.

General aptitude to resolve conflict in an effective and efficient manner.

Knowledgeable of the operation and maintenance of firefighting apparatus and the equipment used by the fire district and be able to apply that knowledge.

Have a working knowledge of the Incident Command System (ICS) and how to establish and apply it to incidents and training evolutions.

Respond to appropriate incidents with emergency apparatus and assume command as applicable until relieved by a higher-ranking officer.

Maintain physical strength, fitness, agility and coordination as needed to perform job.

VI. Basic Qualifications

These qualifications are required prior to employment and must be maintained while in this position(s):

- Adaptable and flexible to change, committed to department growth and improvement.
- Current Spokane County Fire District 10 member in good standing or with a minimum of five years' experience with a recognized fire department
- High school graduate or GED Required – Fire Science Degree or 5 years of supervisory experience.
- Must possess or be able to obtain a valid Washington State Driver's License without record of suspension or revocation in any state.
- Must possess an approved Emergency Vehicle Incident Prevention Program (EVIP) certification.
- IFSAC Firefighter I/Pro Board Certified, or Equivalent
- Must be certified as a Washington State Emergency Medical Technician Basic (EMTB).
- Must be IFSAC Hazardous Materials Operations Level certified
- Must possess NIMS / N.W.C.G. ICS 200 (within 6 months)
- Must meet minimum qualifications for SCFD10 Lieutenant
- Must possess N.W.C.G. Firefighter Type 2 (FFTII) qualification.
- Must be N.W.C.G. qualified / trainee as Single Resource Boss Engine (ENGB) or obtain within one (1) year.
- Must be N.W.C.G. qualified / trainee as Incident Commander Type IV (ICT4) or obtain within one (1) year.
- Must be certified as a Fire Service Instructor I
- Hazardous Materials on Scene Incident Commander
- Washington State EMS Evaluator
- IFSAC Fire Officer II (within 1 year)
- Able to be in rotation outside of normal work schedule.
- Must possess computer skills with a working knowledge of software programs commonly used in the Fire Service.
- Working knowledge of Combination Fire Service organizations

NOTE: Course titles and/or numbers are subject to change by the Fire Chief or his designee