

# **SUNRIVER SERVICE DISTRICT FIRE DEPARTMENT**

## **FIRE CAPTAIN**

Classified Service

FLSA Status – Non-Exempt

EEO Code – B/Professionals

Job Code – SFDJC 103

---

### **CLASSIFICATION SUMMARY**

This classification supervises personnel for an assigned shift, and is responsible for fire suppression, prevention, and emergency medical services. Positions within this classification are responsible for drilling and instructing personnel in fire fighting, fire prevention and rescue techniques, making preliminary fire investigations; assuring the proper maintenance of apparatus, equipment and facilities; assuming direct command over fire fighting personnel; and performing officer level duties (i.e., training officer, support services officer, EMS officer).

Work involves strenuous physical exertion and elements of personal danger. Routine duties are performed with a degree of independence within established Departmental regulations and under the supervision of the Fire Chief. At the scene of an emergency, a Captain is responsible for the effective performance of the entire operation until relieved of command by the Fire Chief.

### **SUPERVISION**

This classification works under the direction of the Fire Chief.

### **SUPERVISION EXERCISED**

This classification provides direct supervision over engineer/paramedics, firefighter/paramedics and reserves.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Supervises and participates in a variety of duties in responding to a fire, determining the need for rescue activities, determining the seriousness of the fire, calling for support as needed, determining the location for equipment for suppression tasks, determining the method of operation for crew at an emergency, and directing the salvage and clean-up operations after a fire.
2. Supervises shift personnel, including training, performance management, and conflict resolution.

# **SUNRIVER SERVICE DISTRICT FIRE DEPARTMENT**

## **FIRE CAPTAIN**

Classified Service

FLSA Status – Non-Exempt

EEO Code – B\Professionals

Job Code – SFDJC 103

---

3. Supervises and participates in fire drills, conducts classes in fire suppression and prevention, first aid, emergency medical services, and related subjects;
4. Develops and conducts training courses and provides training for shift personnel;
5. Supervises the inventory and general maintenance of apparatus and equipment, and assigns personnel to maintain the fire station;
6. Assumes command as necessary;
7. Ensures required testing of apparatus and equipment, and the inspection of buildings and fire hydrants;
8. Assists in the development and administration of the Department budget and exercises purchasing control to ensure compliance with approved funding;
9. Facilitates meetings with staff and other professionals (e.g., 911, CAD). And attend professional meetings;
10. Resolves inquiries and complaints from the public;
11. Prepares fire records and reports to ensure efficient operations and the achievement of service demands;
12. Maintains the morale and discipline of assigned shift;
13. Assists in the development, implementation and evaluation of department policies;
14. Assists in fire investigations;
15. Prepares and presents fire prevention programs for groups and individuals;
16. Conducts research projects and special administrative assignments given by the Fire Chief;

# **SUNRIVER SERVICE DISTRICT FIRE DEPARTMENT**

## **FIRE CAPTAIN**

Classified Service

FLSA Status – Non-Exempt

EEO Code – B/Professionals

Job Code – SFCJC 103

---

17. Maintains required certifications.

### **SECONDARY JOB DUTIES AND RESPONSIBILITIES**

1. Attends fire service conferences, conventions and other educational meetings to maintain professional currency;
2. Supervises and participates in the inspections of buildings and fire hydrants;
3. Supervises the general maintenance work in hanging an drying hose, cleaning and maintaining apparatus and equipment, and maintaining the fire station;
4. Drives and operates vehicles as necessary.

### **KNOWLEDGE, SKILLS AND ABILITIES (At time of Appointment)**

Considerable knowledge of Department policies and procedures;

Knowledge of the principles and practices of personnel administration;

Knowledge of the principles and practices of personnel administration;

Thorough knowledge of the Uniform Fire Code and other adopted fire safety regulations, and the ability to work with the public in a proactive manner to achieve compliance with the regulations;

Thorough knowledge of NIMS, ICS, fire suppression tactics and tactics to resolve other emergencies;

Knowledge of ambulance operations and applicable local, state and federal laws related to Ambulance operations;

Knowledge of the operation and maintenance of fire and emergency apparatus and equipment;

# **SUNRIVER SERVICE DISTRICT FIRE DEPARTMENT**

## **FIRE CAPTAIN**

Classified Service

FLSA Status – Non-Exempt

EEO Code – B/Professionals

Job Code – SFCJC 103

---

Knowledge of the incident command system;

Knowledge of quality improvement practices;

Knowledge of required and recommended record keeping activities;

Skill in administering a variety of fire service programs, including fire suppression and operations, hazardous materials, emergency medical transport, disaster preparedness, public education and information, and mutual aid agreements to achieve organizational goals;

Skill in supervising and training subordinates;

Skill in developing and administering budgets;

Skill in community and media relations;

Skill in problem solving and decision-making;

Skill in operating a computer to research information and keep appropriate records;

Ability to develop and maintain effective working relationships with the public, elected officials, other fire service agencies, and staff.

## **EDUCATION AND EXPERIENCE**

Any combination of experience, education and training that demonstrates the required knowledge, skills and abilities is qualifying. A typical way to qualify would include advanced journey-level experience in fire and emergency services; responsible experience in supervision; and specialized training in fire administration, emergency incident command and control, fire prevention practices and emergency medical services.

## **CERTIFICATIONS AND LICENSES**

Must meet the educational requirements or be accredited through either the International Fire Service Accreditation Congress (IFSAC) or the National Fire Protection Association (NFPA) for Firefighter I, Pumper Operator, Hazardous Materials Operations, Instructor I Fire Officer I or Associate Degree in Fire Science, and EMT-Paramedic. Must also possess a valid Oregon driver's license by hire date.

# SUNRIVER SERVICE DISTRICT FIRE DEPARTMENT

## FIRE CAPTAIN

Classified Service  
FLSA Status – Non-Exempt  
EEO Code - B/Professionals  
Job Code – SFDJC 103

---

### MENTAL AND PHYSICAL DEMANDS

This classification continuously or frequently requires decision-making, interpersonal skills, teamwork, creativity, customer service, mentoring, reading/writing/speaking and understanding English, training and supervision, problem analysis, situational awareness, presentations, teaching, basic math, independent judgment and action, and public relations. Physical demands include standing, walking, stooping, crawling, talking, reaching, repetitive motions of hands/wrists, repetitive motions of feet, sitting, bending, kneeling, climbing, grasping, hearing and handling. This classification may be required to lift heavy equipment and materials in excess of 50 lbs and work at heights in excess of 20 feet. Strenuous physical activity is encountered on fire and other emergencies. Office duties require light lifting. Qualified individuals with a disability and known limitations will be reasonably accommodated to perform the essential functions of this classification.

### WORKING CONDITIONS

This classification is exposed to air contamination, confining workspace, dirty environments, electrical hazards, high or low temperatures, high work places, improper illumination, noise, and toxic materials. Those working in this classification must drive a vehicle, take responsibility for the safety of others, travel extensively on occasion, work overtime as required to achieve results, maintain on-call status, attend evening meetings and be on-call 24/7.

**Approved By** \_\_\_\_\_ **Date** \_\_\_\_\_

### Classification History

Established: By Resolution 2002-002CSC of the Sunriver Service District Civil Service Commission dated October 10,2002 and effective October 20, 2002

Updated: March 2008