

## FIRE CAPTAIN

### JOB DESCRIPTION:

Wage \$20.00/Hour  
30 hours/3 days/night coverage

**Classification Responsibilities:** A Fire Captain directs the activities of Fire personnel during an assigned shift, calls, and training. An employee in this class supervises a number of personnel and has responsibility for their safety. Duties include: assigning, directing, and supervising firefighting, medical emergencies, and related life and property protection; directing the route to be taken to emergency calls; implementing and/or integrating into an incident management system; making decisions regarding firefighting methods to be used; deploying and managing personnel; ensuring the safe operation of fire equipment and apparatus; and assisting Fire Community Services with, and participating in, public education, community relations, and fire prevention programs and activities. This class is also responsible for performing related duties as required.

**Distinguishing Features:** The responsibility for motivating, supervising, training, and evaluating subordinate-level employees is a significant element of this position. Fire Captains are responsible for prioritizing, scheduling, and completing tasks associated with non-emergency response activities such as pre-fire planning, fire and life safety education, and station-based training activities. Incumbents are required to supervise and participate in the care and maintenance of a fire station, apparatus, equipment, and grounds. A Fire Captain must also be skilled in and capable of performing firefighting duties, and perform these duties as necessary. Work at fire scenes and other emergencies may involve strenuous physical exertion, often under adverse climatic conditions. In these situations, the employee is exposed and subjected to dangers and hazards that could result in severe injuries. Supervision is received from the Chief; however, the Fire Captain is still responsible for overall

company performance and must exercise independent judgment. Fire Captains may be required to fill in for the Chief in an acting capacity. Fire Captains are required to work 30 hours per week generally on three ten hour days. Fire Captains may also be assigned to administrative (day) assignments, which involve working up to 40-hour workweeks. Incumbents in the Fire Captain class, and administrative/day or other assignments from the Fire Captain class, may be demoted to a lower level class; must be able to demonstrate proficient performance of the essential functions of the lower level class including but not limited to pumping, driving, and firefighting duties; and will be required to possess and maintain required Montana Driver's License, current or previous (at least one) Driver Operator Certification within a year of hire. This class is FLSA nonexempt.

#### **QUALIFICATIONS:**

**Employee Values:** All employees of PCRFD#1 are expected to uphold and exhibit the Districts shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Four years firefighting or other sworn experience with a Qualified Fire Department, including three years' experience as a Firefighter or Fire Engineer.

Firefighter I (Structural and Wildland);

ICS 100,200,700,800 (300 within first year)

Minimum 3 years Supervisory Experience

**Special Requirements.** Current Montana EMT certification within 1 year. Must possess a valid Class D Montana Driver's License, Class B within 18 months of hire. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in District policy and procedures.

**Preferred/Desirable Qualifications.**

Firefighter II structural (must acquire within 12 months of hire)

Instructor C (must acquire within 18 months of hire)

Class A or B Commercial DL

Fire Officer 1

Associates or Bachelor's degree in Fire Science

**ESSENTIAL FUNCTIONS:**

**Communication:** Communicates with management, peers, subordinates, and other District, County, and City employees to assign and coordinate emergency scene tasks, evaluate performance, and establish and maintain effective working relationships. Solicits professional development needs of subordinates and provides guidance in helping subordinates meet their individual career goals.

Assists employees in understanding their progress toward department and individual goals through performance appraisals, as well as frequent and timely feedback. Instructs others in fire safety, fire prevention, firefighting, and emergency medical services (EMS). Communicates with the general public in order to conduct business inspections, participate in school programs, deliver Mitigation presentations, answer questions, assess District needs, etc. Conducts public safety training classes.

Produces written documents, such as memos, repair orders, fire and EMS reports in documenting technical and legal matters, and other forms of communication to propose improvements, evaluate performance, or document outcomes. Monitors and responds appropriately to radio traffic including

the request for progress reports at emergency scenes. Coordinates with other agencies in performing emergency scene operations including formulating and transmitting on-scene reports, position-condition-action-needs (PCAN) reports, and routine radio traffic.

**Manual/Physical:**

Operates motor vehicles (examples: automobiles, fire apparatus and vehicles, and heavy construction equipment) requiring a standard Montana Driver's License. Operates hydraulic and pneumatic rescue tools, fire pumpers, ground monitors, etc. Uses appropriate hand and power tools (such as axes and prying devices) to gain entry into vehicles or structures. Performs search and rescue functions inside burning buildings, and treats victims who require first aid. Aims and/or directs placement of fire streams. Works in small, cramped areas in order to rescue trapped, endangered, or injured people. Climbs ladders or steps, and works at heights greater than 10 feet to reach people trapped on building roofs. Moves dirt and burned-building debris to rescue trapped or endangered persons, or to overhaul a structure. Moves earth with various tools in fighting brush fires and rescuing trapped persons from cave-ins. Moves objects weighing up to 50 pounds or more (examples: five-inch fire hoses, EMS equipment, smoke ejectors, trauma boxes, persons on body boards, and salvage equipment) for distances of more than 20 feet. Uses common hand tools to perform tasks at emergency scenes or at the fire station. Mixes gasoline and oil to fuel power tools used in firefighting and rescue activities. Works with cleaning fluids and agents, chemicals, paints, or similar solutions, using personal protective equipment, while performing fire station maintenance duties and mitigating hazardous materials incidents. Detects the following: natural gas leaks while performing emergency work; traffic sounds when approaching traffic at vehicle accidents in roadways; sounds of impending building collapse; calls for assistance; and alarms, sirens, and other signs of alarm or warning in order to remove self from danger and assist others in hazardous situations. Works in a variety of weather conditions.

**Mental:** Prioritizes, assigns, and directs personnel during emergency scene operations under stressful conditions. Functions as an Incident Commander, Sector, or Branch Officer as needed or assigned. Evaluates subordinates' work performance to ensure conformance to standards. Analyzes data, such as documented work behaviors, evaluations, reports, and product information, in order to make recommendations to management regarding work performance, disciplinary actions, and the purchase or replacement of equipment. Comprehends and makes inferences from written material to: perform work safely, and operate equipment at emergency incidents according to equipment instructions and preplans; performs emergency operation duties in accordance with department standard operating procedures; and identifies, resolves, and/or refers life safety hazards in buildings. Learns job-related material relating to EMS, supervisory, and firefighting duties through on-the-job training and in classroom settings.

**Knowledge and Abilities:**

Knowledge of:

Firefighting methods and modern fire prevention practices; locally adopted fire code if any;

Emergency medical methods and procedures;

Overhaul and salvage operations;

Hydraulics principles and their application to fire apparatus operation;

Supervisory, training, and evaluation practices and techniques;

Departmental operating procedures, rules, and regulations;

The Personnel Rules and Management Policies;

Traffic laws and regulations; and

Computer-based dispatch and reporting systems.

**Ability to:**

Respond as command to calls during the nights of work days.

Recognize life safety hazards;

Analyze emergency situations and react quickly, calmly, and correctly to act effectively, giving due regard to hazards and circumstances;

Supervise and direct assigned personnel activities and daily operations;

Administer emergency medical care and first aid to injured persons;

Respond to and direct the route to be taken to emergency calls;

Supervise the care and maintenance of station, fire apparatus, and grounds;

Maintain logs and other periodic and activity reports;

Engage in strenuous physical activity, which under emergency situations may require long working hours under emotional stress;

Participate in physical fitness programs and comply with department medical and fitness requirements; and

Perform all essential functions of this position.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the District. All other duties as assigned by Fire Chief.

## TO APPLY:

1. If you have not filled out an application with this Fire Department one is required.
2. Cover letter with a summary of why we should consider you as a candidate for this position.
3. Resume with the following information included.
  - A. Name, address, phone number.  
Complete history of your education.
  - B. Complete history of your work experience with job titles, duties, and contact information for the previous employer.
  - C. 5 Work references and 5 nonrelative personal references.
  - D. A copy of all relevant licenses, certificates, awards, and degrees.
  - E. A 1000 word or less description of what you think being a department supervisor means.
  - F. 4 copies of complete resume in a sealed manila Envelope with you name, address, and phone number.

Applicant must be able to pass a drug and alcohol test pursuant to District policy.

Applicant must be available with reasonable notice for an interview with the interview committee.

After the committee makes their recommendation to the Chief, applicants will undergo a background and reference check. A signed release for all information sought by this department must be attached to the resume.

