



# Drexel Heights Fire District

## Job Description

<b>Job Title:</b>	Captain	<b>Position Code:</b>	314
<b>Division:</b>	Emergency Services & Operations	<b>Step Range:</b>	40-54
<b>FLSA:</b>	Non - Exempt	<b>Date:</b>	January 1, 2015
		<b>Revised:</b>	August 4, 2022

### General Description

Protects life and property by supervising subordinates and performing firefighting, emergency medical aid and other emergency operations of the District. They are responsible for the operation of the assigned station, apparatus and personnel on their shift.

### Supervision Received

Works under the direct supervision of a Battalion Chief and indirect supervision of the Deputy Chief - Operations.

### Supervision Exercised

Directly supervises firefighters.

### Essential Duties and Responsibilities

1. Ensures that all assigned personnel, apparatus and equipment are ready for duty at all times
2. Ensures that all assigned personnel carry out duties in a safe and timely manner
3. Supervises assigned operation personnel in duties as directed
4. Determines methods of fire suppression, extrication and rescue
5. Coordinates and manages all types of emergency scene operations using established Incident Command System procedures
6. Supervises and participates in all fire, emergency medical and other emergency operations
7. Supervises and participates in the maintenance of District equipment, supplies and facilities
8. Instructs and drills firefighter in duties, use of tools, raising of ladders, rescue and salvage works
9. Carries out, monitors, observes and participates in District activities to ensure that assigned personnel's conduct and performance conforms to District standards, policies and procedures
10. Using District map books and pre-plans, responds to alarms and directs routes
11. Directs work of all personnel at an emergency scene unless relieved by a chief officer
12. Assumes incident command in the absence of a chief officer
13. Evaluates the performance of personnel in accordance with policy
14. Supervises and participate in the operation of District training activities

The above listed examples of work are not intended to be all-inclusive. The District

reserves the right to assign additional duties and responsibilities it deems necessary or desirable, as well as take away any duty and responsibility at its discretion.

### **Knowledge, Skills and Abilities**

- Thorough knowledge of...
  1. fire behavior and characteristics
  2. firefighting, rescue and emergency medical techniques, practices and standards
  3. District operations, policies and procedures, goals, and standards
  4. all district vehicle and equipment capabilities and vehicle and power tool mechanics and operations
  
- Ability to...
  1. prepare and maintain accurate, orderly reports and records
  2. effectively supervise individuals
  3. effectively communicate, both verbally and in writing
  4. follow verbal and written instructions
  5. handle the arduous physical requirements of the job under stressful and adverse conditions
  6. plan, assign, and direct the work of subordinates in emergency conditions and routine work
  7. analyze situations quickly and correctly and make sound decisions in managing emergency situations

### **Minimum Education, Training and Experience Requirements**

1. Associates Degree in Fire Administration /Management Business Administration, Public Administration or related field as designated by the Fire Chief.
2. Five (5) years of experience in the fire/emergency services, ~~like~~ or similar organization as determined by the Fire Chief.
3. Must be current with all required training (departmental and state required) as noted in the Target Solutions record and other databases used by the District at the time of application.
4. Completion of NIMS certifications (IS-100, IS-200, IS-300, IS-400, IS-700, and IS-800).
5. Successful completion of Strategy and Tactics Course.
6. Completion of Fire District Administrative Functions Course.
7. Successful completion of Leadership Course.
8. Completion of Fire Instructor I Course.
9. NWCGS131- Fire Fighter Type 1/ICT5
10. Completion of 16-hour Incident Safety Officer Certification.
11. A written recommendation from assigned Company Officer and Battalion Chief
12. Must maintain their level of certification by Arizona Department of Public Health Services at the time of promotion (EMT or Paramedic).
13. Maintain all fire suppression employee and proficiency standards.
14. Successful completion of all testing and assessments for promotion.

## **Preferred Education, Training and Experience**

1. Advanced Degree in Fire Administration /Management Business Administration, Public Administration or related field as designated by the Fire Chief.
2. Certification as a Fire Officer by the Arizona Center for Fire Service Excellence or issued by IFSAC.
3. Completion of the Executive Fire Officer Program.
4. Ability to communicate in both English and Spanish.

## **Equipment and Work Aides Used**

Emergency medical equipment including ALS specific equipment and medications, fire apparatus, other motor vehicles, fire pumps, hoses and other standard firefighting equipment, ladders, telephones (including the use of ear pieces), radios, computer, typewriter, calculator, copier, fax machine and other typical office equipment.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop; kneel, crouch or crawl; taste and smell.

The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move up to 200 pounds. Specific vision required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. There is some office work conducted by this position.

The employee routinely works near moving mechanical parts and in high precarious places and is routinely exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock and vibration, and road traffic.

The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

### **Selection Guidelines**

Application and resume; review of education and experience; appropriate testing and interviews; oral interview; background and social media checks; drug screen; final selection and completion of a pre-employment medical exam. Process may include any or all of the described parts. The Fire Chief makes appointment.

### **Miscellaneous**

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: Douglas E. Chappell

Effective Date: August 4, 2022