

North-West Fire Protection District

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Career Captain Job Description

WORK HOURS: As Scheduled in a 28-Day Work Period
FLSA STATUS: Full-Time; FLSA Non-Exempt
EMPLOYMENT STATUS: At-Will
EFFECTIVE DATE: January 1, 2011

This job description is established by the North-West Fire Protection District ("District") to outline the basic requirements, duties and general responsibilities of the Career Captain position. This position is "at-will," which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

Unless expressly defined in this job description, all terms have the same meaning as defined in the Member Handbook, as may be amended from time to time by the District Board in its sole discretion.

Position Summary

Under general direction of the Fire Chief, the Career Captain supervises a shift and performs a variety of tasks involved in protecting life and property from fire and emergency situations; assigns career and volunteer firefighters and fire apparatus and related emergency equipment, supervises maintenance of equipment, vehicles, facilities, and inspection and fire safety programs. The Career Captain performs the medical procedures and techniques permitted for Emergency Medical Technicians (EMT) as defined in Rule 500 of the Colorado Board of Medical Examiners, entitled *Defining the Duties and Responsibilities of Emergency Medical Services Medical Directors and The Authorized Medical Acts of Emergency Medical Technicians*, 3-CCR-713-6 ("Rule 500").

Immediate Supervisor

A Career Captain works under the immediate supervision of the Fire Chief. In the performance of medical duties, the Career Captain is supervised by the medical supervisors, including the District's Medical Director and on scene Paramedic, in the provision of medical care in accordance with applicable protocols and regulations, including Rule 500.

Primary Duties and Responsibilities

The following are an overview of the primary duties and responsibilities for this position and should not be considered an all-inclusive list:

1. Perform all of the duties and responsibilities set forth in the Career Firefighter/EMT-B Job Description, as may be amended by the District from time to time in its sole discretion.
2. Responds to fires and other emergencies, and serve as the Officer in Charge, or as an equipment operator or firefighter.
3. Provide medical care in accordance with, and subject to the limitations of, the Park County Medical Protocols and applicable regulations, including Rule 500.
4. Supervise and review activities of firefighting personnel performing fire suppression, prevention, inspections, training, rescue, first aid, hazardous material spills, and similar activities on a shift; perform evaluations of subordinate employees.
5. Perform and supervise fire inspection and pre-fire planning activities.

6. Assist in identifying training needs and scheduling training; conduct in-house training of career and volunteer firefighters in specialty and general fire subject areas
7. Make recommendations to the Fire Chief regarding apparatus, equipment, budget, policies, and similar needs.
8. Inspects apparatus, equipment and facilities for maintenance and service needs.
9. Within the scope of the Career Captain's experience, training and certification(s), provide fire and emergency services anywhere within the District's jurisdiction in response to an emergency incident, regardless whether the Career Captain is on duty or has been formally called to duty.
10. Maintain knowledge of fire prevention and inspection standards and practices necessary to satisfactorily perform fire safety inspections; inspect business establishments, public buildings, and high risks facilities for compliance with fire and life safety codes; issue notices of code violations and conduct follow-up inspections to ensure corrective actions have been taken; issue complaints and summonses top achieve code compliance; perform or assist in arson investigations.
11. Participate in and supervise replenishing stocks on and cleaning of apparatus and equipment.
12. Prepare shift records; prepare or assist in preparing periodic District records and reports on District activities, inspections, emergency calls, and part-time career firefighter payroll.
13. Effectively work as a member of a team, including functioning as a member of a combination department working with both career and volunteer members on a regular basis.
14. Work in a positive manner and encourage safe and coordinated teamwork and emergency response.
15. Consistently promote a professional image of the District at all times.
16. Perform such other duties as may be assigned from time to time.

Mandatory Qualifications and Requirements

1. Be at least 21 years old on the date of employment.
2. Possess and maintain a valid Colorado Driver's License with an acceptable driving record.
3. Possess and maintain valid State of Colorado certifications for Firefighter I, EMT-B (Basic), Hazardous Materials - Operations Level, and 130/190.
4. Possess and maintain a CPR certification.
5. Meet training and service requirements as established by the District Board or Fire Chief.
6. Ability to conduct training.
7. Ability to schedule and assign work and training.
8. Knowledge of applicable fire and life safety codes.
9. Ability to respond quickly and logically in emergency situations.
10. Knowledge of equipment and apparatus operation and maintenance.
11. Knowledge of first aid, CPR, and first responder techniques and principles.
12. Knowledge of modern methods and principles of fire suppression, prevention and supervision.
13. Ability to establish and maintain effective working relationships with the public, other employees, and supervisors.
14. Ability to use a variety of hand and power tools used in emergency and fire situations.
15. Ability to establish and maintain effective working relationships with the public, other employees, and supervisors.
16. Ability to pass a physical agility test as approved by the Fire Chief.
17. Ability to drive and operate fire trucks, and operate pumper control panels.
18. Ability to repair and maintain, or to learn to repair and maintain, a variety of equipment.
19. Ability to read, write, speak and understand the English language at a level adequate to perform the job.

Working Environment/Physical Requirements

This position requires work in a variety of locations and conditions, including living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

1. Strenuous physical activity under extreme adverse conditions will be required periodically.
2. Ability to lift or move items in excess of one hundred fifty (150) pounds occasionally.
3. Ability to lift over the head and also carry weights of at least 75 pounds regularly.
4. This position requires standing, running, walking, sitting, kneeling, stooping, bending, lifting, squatting, pushing, pulling, crawling, ascending and descending ladders and stairs, jumping, sliding, climbing, pinching, gripping, digging, spraying, reaching over head, reaching away from body, and repetitive motion.
5. Ability to perform duties while wearing breathing apparatus and other cumbersome equipment.
6. Ability to perform arduous physical tasks, such as laying hose, acting as nozzle person, positioning ladders, and other fire fighting activities.
7. Ability to perform job tasks under conditions of potential serious harm (smoke, heat, toxic fumes, hazardous materials, heights, and similar situations) and all types of weather conditions and in extreme temperatures.
8. Work may be performed under hazardous and adverse conditions, including but not limited to, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
9. Work may result in exposure to smoke, gases, chemicals, fumes, odors, mists and dusts, which can affect the respiratory system or skin requiring the wearing of furnished PPE.
10. Work may result in exposure to individuals or blood carrying infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, *etc.* requiring the wearing of furnished PPE.
11. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
12. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
13. This position will involve periods of high physical, mental and/or emotional stress.