



# POSITION DESCRIPTION

**PURPOSE:** The specific objective and function of a Position Description sets out the position and purpose of the job as well as where the position fits into the organization. It also details expected behaviors, principle accountabilities, responsibilities, key tasks and job performance for the position a Member or Officer has been appointed to.

**WBRFA MISSION:** “. . . As a Team, WBRFA is dedicated to the preservation and protection of Life, Property and the Environment by maintaining a state of readiness in order to provide the community with emergency services and hazard prevention / education.”



**POSITION:** Captain - Operations

**DEFINITION & JOB SUMMARY:** The Operations Captain is responsible for the command and direction of a major function of the West Benton Fire Rescue. An incumbent in this class may be responsible for the direction of all fire stations. The work is performed in accordance with Departmental regulations, and is subject to review by the Fire Chief or Deputy Fire Chief, but requires considerable independent judgment and the ability to think quickly and make sound decisions in emergencies.

**SUPERVISION / CONTROLS OVER WORK:** Provides Direct Supervision to Lieutenants. Obtains workflow direction from Fire Chief.

**LEVEL OF RESPONSIBILITY:** Operational with Budget Authority

**JOB GOAL:**

**NATURE / SCOPE OF WORK:** The incumbent must respond to major emergency situations and at such times may be subject to extreme noise, toxic smoke and gases, hazardous chemicals and adverse weather conditions. However, this is an operational role within the Department and at time may require above-average aerobic capacity and lifting capabilities as well as good balance, manual dexterity, eyesight and hearing. Incumbents in this position may be subject to extreme heat, noise, toxic smoke and gases, hazardous chemicals, adverse weather conditions, communicable diseases and possible verbal and physical abuse from hostile or disoriented individuals.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- Responding to emergency incidents in an Incident Command role when participating in WBRFA's Duty Chief Rotation
- Assist in Developing long range plans and objectives for WBRFA
- Implement policies, plans and goals for WBRFA
- Maintains and repairs of WBRFA buildings, equipment, and apparatus
- Provides Emergency Response during workdays

**MINIMUM QUALIFICATIONS:** Extensive experience in firefighting work, including considerable experience in a supervisory capacity, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Completion of Tri County Fire Chiefs Local ICT4 Task Book

## SKILLS, KNOWLEDGE AND ABILITIES

### KNOWLEDGE OF:

- ✓ Thorough knowledge of modern firefighting methods and equipment.
- ✓ Operation and maintenance requirements of the various types of apparatus and equipment used by the Fire Department.
- ✓ Principles and practices of public administration including budgeting, finance and personnel management.
- ✓ Management procedures and practices.
- ✓ Local, State and Federal policies and regulations affecting Fire Department operations.
- ✓ Code enforcement regulations, procedures and techniques.

### ABILITY TO:

- ✓ Analyze situations correctly and quickly and to adopt effective courses of action, giving due regard to surrounding hazards and circumstances.
- ✓ Assist in planning, preparing and monitoring the departmental budget.
- ✓ Establish and maintain effective working relationships with subordinates, other local officials and the general public.
- ✓ Communicate both clearly and effectively, both orally and in writing.
- ✓ Apply knowledge of organizational problems for the effective and economical utilization of departmental resources
- ✓ Perform all required tasks of the job under adverse conditions.

## PRINCIPLE ACCOUNTABILITIES

*Response, and management of day-to-day functions of WBRFA along with afterhours emergency response.*

## ESSENTIAL FUNCTIONS/TYPICAL DUTIES *(Expanded description of the duties and responsibilities):*

- ✓ Conducts and Oversees Fire Marshal Duties.
- ✓ Under direction of the Fire Chief, Supervises all Firefighters.
- ✓ Participated in Long Range Planning.
- ✓ Is responsible for Interagency Coordination.
- ✓ Oversees Grant Writing activities.
- ✓ Coordinates, assigns and directs the work and activities of Fire Suppression Personnel.
- ✓ Respond to major emergency incidents and assume or delegate command; direct appropriate actions to protect life and property and control the fire's spread.
- ✓ Supervises the effective operation, utilization and maintenance of fire, rescue, hazardous materials and emergency medical service apparatus and equipment.
- ✓ Develops plans, policies and procedures concerning all areas of Fire Department activities with other members of the Fire Department Staff.
- ✓ Transmits, supports and carries out West Benton Fire Rescue orders and policies.
- ✓ Direct the maintenance and repair of Fire Department buildings, equipment and apparatus; evaluate departmental requirements and recommend appropriate purchases of supplies and equipment.
- ✓ Assists in preparation of annual budget for the suppression and related capital expenditures.
- ✓ Assists in preparing performance evaluations on subordinates.
- ✓ Participates in the evaluation of applicants for employment as Volunteer Firefighters.
- ✓ Attends and actively participates in professional training.
- ✓ Prepares complete staff work including administrative assignments.
- ✓ Participates in duty week coverage.
- ✓ Under the direction of the Fire Chief, is responsible for purchasing and designing fire apparatus.
- ✓ Performs other duties as assigned.

**PERIPHERAL DUTIES** *(List other non-related duties this position may be requested or required to do):*

- ✓ Working with City of Prosser Staff and City of Prosser Fire Code Official
- ✓ Maintaining positive working relationships with neighboring Fire Departments/Districts
- ✓ Other Duties as Assigned

**OPS/DISASTER FUNCTIONS**

- ✓ The Captain is in charge of and is a member of the Duty Chief Rotation for WBFR, which entails being on call 24/7 for the assigned Duty Week. During the Duty Week, the Fire Chief is responsible to lead WBFRs response efforts to emergency calls.
- ✓ The Captain may also be assigned as an Incident Commander or to be part of a Unified Command during a large incident such as a Haz-Mat Incident, Fire, Technical Rescue or other type of large event.
- ✓ The Captain is a “Response-First” position, and emergency incident response may make day-to-day operations difficult to complete in a timely fashion.