



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: Shift Captain

DEFINITION & JOB SUMMARY: The Shift Captain, under supervision of the Fire Chief, assumes responsibility of fire stations and fire company operations, participates in, and directs assigned personnel in emergency responses, daily fire department operations, training and prevention activities, including working with employees to correct deficiencies and implementing disciplinary procedures.

SUPERVISION / CONTROLS OVER WORK: Immediate supervision is provided by the Fire Chief. Receives workflow direction from Fire Chief or Designated Program Managers.

LEVEL OF RESPONSIBILITY: Operational

JOB GOAL:

NATURE / SCOPE OF WORK: Knowledge of the Incident Command System and modern principles of firefighting and supervision will assist the incumbent in being responsible for activities and assignments centered around the station environment and other collateral duties. 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 as the highest ranked member assigned to 24-hour shift and performing initial emergency management functions until relieved.
- Assist in Developing long range plans and objectives for assigned programs.
- Execute policies, plans and goals for WBRFA.
- Assists with the maintenance and repair of WBRFA buildings, equipment, and apparatus.
- Provides Shift level leadership.

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. Ability to Complete Tri-County 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.
- ✓ Personnel management strategies and knowledge of modern leadership practices.
- ✓ Progressive discipline.
- ✓ Local, State and Federal policies and regulations affecting Fire Department operations.
- ✓ Current issues impacting Firefighter safety, health, and wellness.

ABILITY TO:

- ✓ Utilize resources to accomplish assignments in accordance with safety plans and in an efficient manner including evaluating personnel performance and supervising personnel during emergency and non-emergency work periods.
- ✓ Deal with inquiries of the community and communicating the role, image, and mission of the department to the public and delivering safety, injury prevention and fire prevention education programs.
- ✓ Implement departmental policies and procedures at the unit level.
- ✓ Conduct inspections to identify hazards and address violations, conduct pre-incident plans, perform fire investigation to determine origin and preliminary cause, secure incident scene and preserve evidence.
- ✓ Supervise emergency operations and deploy resources in accordance with the local emergency plan.
- ✓ Integrate health and safety plans, policies, procedures, and standards into daily activities as well as the emergency scene, including determining appropriate levels of personal protective equipment to ensure a work environment that is in accordance with health and safety plans for all assigned members.
- ✓ Analyze situations correctly, quickly, and independently, and to adopt effective courses of action, giving due regard to surrounding hazards and circumstances.
- ✓ Establish and maintain effective working relationships with subordinates, other local officials, and the public.
- ✓ Communicate both clearly and effectively, both orally and in writing.
- ✓ Apply knowledge of organizational structure for the effective and economical utilization of departmental resources.
- ✓ Earn trust and respect from subordinates.
- ✓ Perform all required tasks of the job under adverse conditions.

PRINCIPLE ACCOUNTABILITIES

Emergency response and leadership of assigned shift personnel.

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

- ✓ Provides staff assistance to assigned higher level management staff, exercises direct supervision over lower-level fire personnel.
- ✓ Plans, prioritizes, assigns, supervises, and evaluates the work of assigned staff involved in fire suppression/EMS operations.
- ✓ Coordinates and directs daily shift training, works with employees to correct deficiencies, implements disciplinary procedures.
- ✓ Coordinates, assigns, and directs the work and activities of assigned Fire Suppression Personnel.
- ✓ Respond to major emergency incidents; 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.
- ✓ Directs the cleaning of quarters, equipment, and apparatus at the fire stations.
- ✓ Reports the need for major maintenance or repairs to fire suppression/EMS equipment and facilities.
- ✓ Performs minor and moderate maintenance and repairs to fire suppression/EMS equipment and facilities and reports the completion.
- ✓ Transmits, supports, and carries out West Benton Fire Rescue orders and policies.
- ✓ Recommend appropriate purchases of supplies and equipment.
- ✓ May assist in preparation of a program budget for the suppression and related expenditures.
- ✓ Assists in preparing performance evaluations for subordinates.
- ✓ Participates in the evaluation of applicants for employment as Volunteer and Resident Firefighters.

- ✓ Attends and actively participates in professional training.
- ✓ Prepares complete staff work including administrative assignments.
- ✓ Complete all reporting requirements relating to incident response, training, events, and other assigned daily tasks.
- ✓ Performs other duties as assigned.

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

- ✓ May be assigned a to manage a department program (i.e., Resident Program, HazMat, Swiftwater, Tech Rescue, Public Education etc.)
- ✓ Maintaining positive working relationships with neighboring Fire Departments/Districts
- ✓ Other Duties as Assigned

OPS/DISASTER FUNCTIONS

- ✓ The Shift Captain is in charge of leading the initial response to any and all emergency incidents which occur during their shift.
- ✓ The Shift 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 Shift Captain is a "Response-First" position, and emergency incident response may make day-to-day operations difficult to complete in a timely fashion.