

# North Summit Fire District

## Rules, Policies, and Procedures

<b>NSFD Operational Policies and Procedures</b>	<b>Position Descriptions</b>	<b>Fire Captain</b>
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### **JOB SUMMARY**

Under the direction of the Fire Chief or Deputy Chief of the NSFD, and in compliance with Utah Law and Fire District Policies and Procedures, this FLSA non-exempt position is responsible for the supervision of assigned fire companies. This is a working level supervisory position requiring the effective use of independent judgement, teamwork principles and leadership capabilities in the completion of assigned activities and operational tasks.

During emergency operations, this position will be responsible for incident command and/or the issuance of orders pertaining to fire suppression and property conservation until relieved.

### **TOOLS AND EQUIPMENT USED**

Emergency medical care equipment, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, power equipment, small hand tools, ladders, radio, personal computer, phone.

### **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 stand; walk; run; jump; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb; balance; stoop, kneel, crouch, or crawl; talk and hear; and taste or smell.

Fire Captains must frequently lift and/or move up to 50 pounds and occasionally lift and/or move 185 or more pounds. Specific vision abilities required by this job include 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. While performing the duties of this job, the employee regularly works in outside weather conditions.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration, heat and sub-zero temperatures.

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The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

### **ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES**

- Responds to alarms as incident commander and ensures that pertinent priorities, strategies, and tactics are performed in an effective, efficient manner by assigned companies.
- Supervises all Firefighter I, II, Engineer I, II and Apprentice Firefighter positions under the direction of the Chief and Deputy Chief.
- Performs and supervises firefighting activities including driving all fire apparatus, operating pumps, and related equipment, laying hose, and performing fire suppression and containment tasks.
- Responds to medical emergency calls as dispatched and ensures scene safety and determines scene priorities.
- Identifies training needs and assists in developing classes and drills to meet these needs.
- Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects.
- Participates in the preplan and inspection of buildings, the inspection of hydrants, and other fire suppression systems as required.
- Complies with NSFD Policies and Procedures and ensures compliance of all subordinates and/or assigned personnel.
- Directs and delegates work assignments until complete.
- Supervises all assigned work to be certain that companies follow all safety measures and standard operational procedures.
- Provides training to assigned personnel and/or companies in OSHA, NFPA and NSFD safety standards and operational procedures.
- Ensures that incident reports are completed after each incident.
- Maintains firefighting equipment, apparatus, and facilities. Performs minor repairs to district equipment.
- Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.
- Presents programs to the community on safety, medical, and fire prevention topics.
- Performs salvage operations such as throwing salvage covers, water evacuation and debris removal.
- Participates in physical fitness activities to maintain the capacity for sustained physical exertion.
- Performs other job-related duties as required by the NSFD administration.
- Assists in other supervisory and administrative activities as assigned.

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### **MINIMUM QUALIFICATIONS**

- High school diploma or GED equivalent.
- Must be (21) twenty-one years of age or older.
- Must meet all requirements of Firefighter II and Engineer II and 5 years as an NSFD Firefighter. Experience from outside agencies will be considered on a case-by-case basis.
- Must have American Heart Association Basic Life Support (BLS) for Healthcare Providers.
- Must have IS-100, IS-200, IS-700, and IS-800.
- Must have Utah Firefighter II certification from Utah Fire Rescue Academy.
- Must have Utah Hazmat Operations certification from Utah Fire Rescue Academy.
- Must have NWCG Firefighter II or higher certification.
- Must have NREMT Emergency Medical Responder or higher certification.
- Must have Utah Apparatus Driver Operator – Pumper certification.
- Must have Utah Apparatus Driver Operator – Aerial certification.
- Must be a citizen of the United States of America at the time of application or provide proof of appropriate work permit.
- Must have the ability to learn the operation of fire suppression and other emergency equipment. Must have the ability to learn to apply standard firefighting, basic and advanced life support, and fire prevention techniques.
- Must be able to perform strenuously or to peak physical effort during emergency, training, or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
- Must be able to read and write the English language. Must have the ability to follow verbal and written instructions, and the ability to communicate effectively orally and in writing.
- Must possess or be able to obtain by time of employment a valid Driver's License.
- Must have a stable driving history without record of suspension or revocation in any State.
- No felony convictions or disqualifying criminal history within the past seven years. Must be of good moral character and of temperate and industrious habits.
- This is a safety sensitive position and must pass a criminal background check and drug screen.
- This position does not qualify for tele-commuting.

### **HIGHLY DESIRED QUALIFICATIONS**

- Utah Fire Officer I certification from Utah Fire Rescue Academy.
- ICS-300 from FEMA.
- Associates Degree or Higher in Fire Science or a related field.
- NWCG Engine Boss certification.
- Utah Commission of Fire Officer Designation – Supervising Fire Officer certification.

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