

## Captain Job Description

### 1306.1 CAPTAIN JOB DESCRIPTION CAPTAIN / EMT OR PARAMEDIC

The Captain is directly responsible for the supervision of personnel and property in both emergency and non-emergency situations. It is the intent of the District that any other paid personnel below the rank of Assistant Chief will have no residency limitations. The Captain is under the general supervision of the Battalion Chief or in his/her absence any Chief Officer. During emergency incidents, the Captain is under the general supervision of the Incident Commander.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

Essential Functions may include, but are not limited to, the following:

Plans, coordinates, and supervises activities of the fire suppression company during emergency response and daily activities.

Responds immediately to alarms at any hour of the day or night, in all weather conditions. Commands single and multiple-company responses to emergency fire, medical aid, traffic accident, hazardous material, rescue or other situations and functions as the incident commander, responsible for situation assessment, tactic and strategy development and implementation, and the deployment of personnel and equipment; makes determinations regarding requests for additional personnel, equipment and resources; personally performs a wide variety of fire suppression and medical treatment tasks in emergency situations.

Plans, schedules, assigns and participates in equipment and station maintenance, company drills and training, company fire inspections and other operational and administrative functions.

Assists in overall district planning; may represent the district at conferences and public events; participates in planning; developing and implementing the district's public education and community outreach program; communicates and ensures understanding of the district's policies and procedures; completes special projects as assigned; participates in the development and implementation of departmental policies, procedures and standards; communicates with other communities to develop mutual aid activities; coordinates and participates in special research projects involving all aspects of the district's operations.

Prepares and reviews a variety of records and reports; prepares paperwork for training, emergency response, performance evaluations, and leave requests; delegates special assignments to company personnel.

Assigns and reviews work and evaluates the performance of assigned personnel.

Conducts training through drills, classroom instruction, shift briefings, etc.

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Maintains discipline and develops documentation pertaining to employee performance; provides performance feedback and prepares performance reviews for assigned staff; counsels assigned staff on performance, training, and personal development needs; inspects records and daily logs; inspects district facilities to ensure proper safety practices.

Oversees the training and development of assigned company personnel to meet the goals and objectives of individuals and the overall goals of the department.

With supervision of the Fire Inspector, directs and participates in inspection and pre-planning activities for a variety of facilities and buildings to ensure compliance with laws, codes, and regulations related to fire safety.

Prepares reports on fires, traffic accidents, emergency medical calls and other responses; works closely with the public to explain or coordinate prevention programs.

Monitor developments relevant to the fire service and develops recommendations to enhance the department's overall effectiveness and performance.

Prepares and maintains a wide variety of correspondence, records, files and reports related to the activities of an assigned company, in addition to other assigned areas of responsibility.

Participates in the development of departmental policies, goals, objectives, programs, training, and performance standards.

Compiles information on all activities during shift, including emergency and public assistance calls; maintains personnel, training, and other required station records; prepares special and routine reports.

Responds to fire and other emergency calls; makes necessary decisions in emergency situations with regard to deployment of firefighters and equipment, fire suppression activities, emergency medical, and rescue procedures.

Directs the maintenance and repair of fire equipment, apparatus, hydrants, and station; inspects station, personnel, and equipment for compliance with departmental standards and safety requirements; ensures adequate inventory of cleaning, maintenance, and other supplies for the station; assists in determining equipment needs.

May perform other duties as assigned.

### *Paramedic*

Responds to medical emergency, rescue and fire calls to provide advanced life support to the sick and injured, and to assist in fire extinguishment.

Provides advance emergency pre-hospital care to individuals in cardiac arrest and severe shock by intubation, I.V. administration, drug administration, reading and interpreting cardiac rhythm strips (12-leads), and defibrillation.

Inspects medical supplies and equipment daily to ensure equipment is in proper working order; medical supplies used are replaced, and medical equipment is functioning properly.

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Keeps a log of the use and replacement of all controlled substances maintained on apparatus as required by law.

Maintains paramedic certification by attending training classes and seminars; participates in re-evaluations of practical skills (competencies); and tests to meet advanced life support standards of state and local agencies.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Principles and practices of effective employee supervision, training, work evaluation and discipline; principles, techniques, strategy, materials and equipment used in fire suppression, investigation and prevention, rescues and related emergency responses; methods and practices of providing emergency medical response at the basic life support level; hazardous material and chemical spill response, and applicable state and federal laws, codes, ordinances and regulations; safety practices and precautions pertaining to the work.

Conduct classroom and practical training courses and programs; render emergency medical care at the basic or advanced life support level; establish and maintain effective working relationships with those encountered in the course of the work; maintain accurate records and prepare clear and concise reports and other written materials.

Thorough knowledge of basic fire prevention and suppression practices and techniques; fire ground and rescue safety techniques; hand and power tools used in fire suppression; emergency rescue techniques and equipment; basic life support practices and techniques; hazardous materials for first responders; metric system; building construction as it relates to fire suppression; International Fire Code as it applies to company inspections; district geographic area and street network; read and understand fire training manuals; Nixa Fire District Protocols and Standards; Departmental SOPs; rules and regulations; iPad and Windows-based computer operating systems; software: and maps.

Working knowledge of supervision and management.

Ability to analyze situations correctly and to adopt effective courses of action, with due regard for surrounding hazards and circumstances which may be present at a fire or other property/life threatening emergency.

Analyze data on fire district records management system and develop pertinent recommendations; prepare and present oral and written reports.

#### **REQUIRED QUALIFICATIONS**

Graduation from high school or the equivalent. Candidates for the position of Captain must have attained certification of Missouri FF 1 & 2, NIMS 100, 200, 300, 700, 800, and Missouri EMT/B or Paramedic.

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Paramedics must maintain a current Missouri License, PALS and ACLS certification.

Candidates for this position shall have a Missouri Driver's License with no suspensions, revocations, or any other significant moving violations within the last five (5) years.

The candidate shall meet all District application requirements.

Prior to appointment, candidates for the position of Captain must have attained certification of Fire Officer II and all D/O certifications including Aerial Operator. Internal candidates shall have no less than three (3) years of fire service experience with a minimum of one (1) year experience with Nixa Fire Protection District.

Employees are not eligible to participate in promotional exams or be considered for promotional opportunities if they currently have active disciplinary action on file in the form of a verbal or written warning, suspension, or demotion. This policy applies only to disciplinary actions issued after February 20, 2024.

External candidates shall have no less than (4) years of fire service experience with a minimum of (2) years experience as a company officer or equivalent with a career department.

Other preferred qualifications or education:

- Leader Ship I, II, and III
- Instructor I
- Incident Safety Officer
- Command and Control
- Fire Service Leadership Enhancement Program
- Fire Cause Determination and Arson Awareness
- NIMS 400

### **OUT OF TITLE COMPANY OFFICER- CAPTAIN**

The Out Of Title (OOT) Company Officer is responsible for the supervision of personnel and property in both emergency and non-emergency situations in the event the Company Officer is absent or is working OOT in another position. The OOT Company Officer is under the general supervision of the Battalion Chief or in his/her absence by Chief Officer. During emergency incidents the OOT Company Officer is under the general supervision if the Incident Commander.

### **DESCRIPTION OF DUTIES**

As a stand-in member of the management team, the OOT Company Officer, shall maintain station documentation, records, reports, maintenance, housekeeping, grounds, supervise personnel, perform fire prevention programs, inspections, occupancy reviews, public relations, assist in planning and scheduling, as well as setting goals and objectives, and administering policies and procedures to complete the mission of the District. The OOT Company Officer shall coordinate

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apparatus and respond to all emergency and non-emergency calls, to complete the mission of the District. The OOT Company Officer will not be involved in any disciplinary action of an employee working with them. In the event a policy or procedure is violated while the OOT Company Officer is present, it will be documented and appropriately passed up the Chain Of Command. Upon request, the OOT Company Officer may perform any other duties as prescribed. The OOT Company Officer will receive OOT pay when acting in the Company Officer's absence.

#### **REQUIRED QUALIFICATIONS**

Prior to appointment, individuals seeking the position of OOT Captain must have completed all Fire Apparatus Qualifications for Driver Operator. The individual will need to receive a recommendation from their Battalion Chief with approval by staff prior to receiving pay for working OOT. Additionally, the individual shall have no less than two (2) years of fire service experience with a minimum of one (1) year experience as a Lieutenant with the Nixa Fire Protection District. The individual shall meet all District application requirements. The individual must have also participated and passed the most recent company officer promotional process (captain assessment) to be paid out-of-title. The final decision for paid out-of-title status will fall to staff.

The following classes are not required but would be preferred:

1. Instructor 1
2. Fire Service Leadership I, II, III
3. Incident Safety Officer
4. Fire Service PICO
5. Fire Service STICO
6. Fire Officer II

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

##### Physical Requirements

Vision sufficient to operate hand and power tools; conduct patient evaluations; read video monitors, gauges, maps, SOPs, rules regulations, and training documents.

Hearing sufficient to hear conversation in person and over radios and telephones.

Speech sufficient to make oneself understood in conversation, on fire scenes, in person, and over radios and telephones.

Mobility sufficient to effectively perform fire suppression activities such as climbing ladders; removing trapped individuals from confined spaces; operate power saws and axes while wearing a Self-Contained Breathing Apparatus (SCBA), and full protective clothing.

Dexterity to operate tools and apparatus associated with fire suppression and emergency services work, office equipment including computer keyboards and medical equipment.

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Strength sufficient to lift and carry patients and equipment weighing in excess of 50 pounds; open fire hydrants and perform firefighting and ventilation work.

Endurance sufficient to maintain appropriate level of performance in extreme heat while wearing an SCBA and full protective clothing.

#### **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 functions of this job, the employee is occasionally exposed to wet/and or humid conditions; moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; outside weather conditions, including extreme cold, and extreme heat; risk of electrical shock; and risk of vibration.

The noise level in the work environment is usually moderate to loud.

#### *Disclaimer*

*The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.*