

Egg Harbor Fire Department and First Responders Standard Operating Guideline

SUBJECT: Department Captain Position Description **SOG 010**

PURPOSE: To have in place a policy that defines both the qualifications and duty requirements for the Egg Harbor Fire Department Captain position.

SCOPE: This policy shall apply to all members of the Egg Harbor Fire Department.

GENERAL PURPOSE

The Captain supervises and performs fire suppression, emergency aid, hazardous materials, and fire prevention duties.

SUPERVISION RECEIVED

Works under the general supervision of the Fire Chief and/or the Assistant Fire Chief.

SUPERVISION EXERCISED

Supervises all firefighters and first responders, either directly or through other subordinate officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises firefighters in their assigned duties as directed.

Instructs and drills fire fighters in the use of tools, raising of ladders, and rescue and salvage work, etc.

Reviews disciplinary recommendations of fire lieutenant.

Monitors and observes departmental activities to ensure that conduct and performance conform to department standards.

Responds to alarms received and directs routes to be taken; directs work of fire lieutenants pending arrival of a superior officer; supervises through subordinate officers the laying of hose lines, placing of ladders, direction of water streams, ventilation of buildings, rescuing persons and placement of salvage covers.

SOG 010: Page 1 of 5

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Responds to multiple alarm fire as needed; assumes command in the absence of superior officers.

Carries out duties in conformance with Federal, State, County, Town and Village laws and ordinances.

Participates in the operation of departmental training activities.

PERIPHERAL DUTIES

Performs the duties of subordinate personnel as needed.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire Department in a variety of local, county, state and other meetings.

Coordinates activities with other supervisors and exchanges information with officers in other fire departments.

Maintains contact with general public, department officers and other Town and Village officials in the performance of fire department activities.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent with specialized training in Fire Department administration to include at a minimum:
 - a) Fire Fighter II certification.
 - b) Driver Operator.
 - c) Must obtain Fire Officer Basic (Entry level) training within two (2) years of original appointment as Captain.
 - d) Must complete all required ICS/NIMS training within one (1) year of original appointment as Captain.
- (B) Four (4) years prior work experience of a progressively responsible nature in fire fighting and prevention including supervisory duties which would preferably include a position as an officer in a fire department.
- (C.) A Captain shall reside within the Town or Village of Egg Harbor with the following exception: Anyone employed within the Town or Village or anyone living within a reasonable distance from either station and can respond in reasonable amount of time as decided by the Fire Commission.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of modern fire suppression, prevention, emergency medical services principles, procedures, techniques, and equipment. Working knowledge of first aid and resuscitation techniques and their application. Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- (B) Skill in the operation of tools and equipment.
- (C) Ability to: train and supervise subordinate personnel; perform work requiring good physical condition; exercise sound judgment in evaluating situations and in making decisions; effectively give and receive verbal and written instructions; establish and maintain effective working relationships with other employees, supervisors and the public; meet the special requirements listed below.
- (D.) Ability to effectively apply for and manage private, local, state and federal grants. To include application process, reports and oversight of the performance of the grant.
- (E.) Ability and willingness to facilitate additional district funding thru direct donations and gifts.

BASIC REQUIREMENTS

- (A) Must possess, or be able to obtain by time of hire, a valid Wisconsin State Driver's License.
- (B) No felony convictions or disqualifying criminal histories within the past Ten (10) years;
- (C) Ability to speak, read and write the English language.
- (D) Ability to meet Departmental physical standards.

TOOLS AND EQUIPMENT USED

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, 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.

During the course of employment the employee will be required to work in potentially hazardous and stressful situations. These include multiple types of emergency situations that will place the individual in danger and require the ability to make decisions under stressful conditions.

While performing the duties of this job, the employee is frequently required to sit, stand, crawl, walk, or run. Additionally the employee will be required to operate power and hand tools as well as heavy equipment and apparatus.

The employee must occasionally lift and/or move up to 100 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.

All of the above physical demands may take place under stressful conditions and may require the wearing of personal protective equipment to include a Self Contained Breathing Apparatus while performing their job.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed in an office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

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.

SELECTION GUIDELINES

Formal application, review of education and experience, appropriate testing and interviews; oral interview, background check, physical agility, drug screening, and final selection and pre-employment medical examination may be required.

NOTE: Appointees shall be subject to completion of a standard probationary period.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

The Captains will be appointed by the Fire Chief and approved by the Egg Harbor Fire Commission. After the annual performance review the Captains will need to be approved by the Egg Harbor Fire Commission.