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## **CITY OF ROCK SPRINGS**

### **FIRE CAPTAIN**

#### **DEFINITION**

Under general direction, to supervise, assign, review and participate in the work of a fire and EMS company or station responsible for providing fire suppression, rescue, emergency medical treatment, hazardous materials response, and fire inspection and prevention services; and to perform a variety of technical tasks relative to assigned area of responsibility.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over sworn staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Plan, prioritize, assign, supervise and review the work of a fire and EMS company or station responsible for providing fire suppression, rescue, emergency medical treatment, hazardous material response, and fire inspection and prevention services.

Recommend and assist in the implementation of goals and objectives; identify station resource needs; establish schedules and methods for providing effective fire suppression and prevention services and EMS delivery; implement policies and procedures.

Provide or coordinate staff training and fire fighting drills; prepare employee performance evaluations; work with employees to correct deficiencies.

Perform assigned ancillary duties involving the administration of the Fire Department including fire administration, prevention, public education, inspection, fleet equipment maintenance, inventory, training, maintenance of specialized fire/EMS/rescue/hazardous materials equipment, or other aspects of the fire prevention and suppression programs.

Participate in the preparation and administration of the assigned budget; submit budget recommendations.

Follow up on non-compliance and special hazards and engine company inspections.

Respond to alarms as incident commander, assuming responsibility for the supervision, performance, and safety of assigned fire fighting personnel on the scene of an emergency incident; survey the scene and direct emergency scene operations until relieved by a superior officer; provide direction to personnel.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (Cont.)**

Supervise and assist in rendering emergency medical care at an emergency incident; analyze and take command of patient care with full responsibility for the patient until relieved by proper medical personnel.

Supervise and perform the laying and connection of hose, direction of water streams, placement of ladders, ventilation of buildings, rescue of persons, first aid, and salvage operations; ascertain the need for and type of additional equipment necessary to handle emergencies; make technical decisions as to the best methods of extinguishing fires after observing the fire and receiving reports from company officers.

Respond to miscellaneous emergencies including victim rescues, hazardous materials incidents, and natural disasters; respond to non-emergency situations including false fire alarms.

Assist in coordinating the maintenance and repair of fire suppression and special response equipment and facilities such as hydrants, trucks and support equipment; maintain records and reports concerning maintenance of all department vehicles and equipment; ensure proper maintenance of station facilities; direct the cleaning of quarters, equipment and apparatus; maintain station supplies.

Perform company inspections; inspect personnel, equipment, and company quarters.

Perform or assist in classroom instruction and in the preparation of sketches, charts, and instructions for fire suppression purposes and specialized training including basic emergency care, hazardous materials, and rescue.

Identify the fire training needs of company personnel including such areas as driving and operating equipment; drill and instruct personnel in the use of a variety of fire fighting apparatus, equipment, tools, and devices including hoses, nozzles, ladders, and other portable fire fighting equipment; instruct personnel on location of hazards in schools, institutions, public buildings, and other fire hazards and the methods of combating fires in such places; ensure conformance of training and instructional work with department policy and procedures.

Train personnel in the use of a variety of specialized response equipment and tools including hazardous materials response, radiological response, and confined space rescue.

Provide information to the public concerning fire prevention practices and procedures; conduct station tours.

Assign personnel to maintenance duties in and around company quarters; instruct assigned staff in work methods; participates fully in the work of crew/subordinate staff including in the testing and maintenance of fire hydrants.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (Cont.)**

Assist management staff in maintaining and improving upon the operation of the Department; perform a wide variety of general staff work as assigned.

Perform a variety of administrative duties including recording company activities in designated logs, preparing and maintaining records, reports, forms, recommendations, and other required administrative procedures of the company.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire prevention, suppression, investigation, inspection, and EMS.

As assigned, conduct preliminary investigation on causes of fire; obtain and otherwise preserve evidence at a fire scene; secure scene to collect evidence; interview witnesses and suspects and analyze and evaluate their statements; communicate with other law enforcement officers and private investigators; testify in court as necessary; prepare reports of findings and recommendations.

Assume the duties and responsibilities of the Fire Battalion Chief upon the request or absence of the Fire Battalion Chief.

Perform the full range of fire fighting duties.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Operations, services, and activities of comprehensive fire suppression and prevention programs.

Modern fire suppression, prevention, and victim rescue principles, practices, procedures, and techniques including the operation and maintenance requirements of the various types of fire apparatus and equipment.

Principles of hydraulic and construction engineering.

Mechanical, chemical, and related characteristics of a wide variety of hazardous materials.

#### **Knowledge of:**

Proper utilization and maintenance requirements of fire apparatus, equipment, tools, devices and facilities.

Department rules, regulations, and operational procedures.

Pertinent federal, state and local laws, codes, and regulations.

Procedures methods and techniques of emergency medical services.

Principles of supervision, training, and performance evaluation.

Local geography, including the location of water mains, hydrants, major fire hazards of the city, and city streets.

Basic building construction materials, methods, and techniques.

Principles of fire behavior, combustion, and substance alteration due to fire.

Operational hazards and standard safety practices necessary in the area of fire prevention and suppression, victim rescue, and hazardous materials response.

Operational characteristics and designs of fire protection systems, sprinkler systems, alarm systems, elevators, and other related systems.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Basic mathematical and mechanical relationships.

Safe driving principles and practices.

**Skill to:**

Operate a variety of fire fighting and emergency response equipment safely and effectively including communications equipment.

Use and operate a variety of tools, ropes, knots, ladders, life lines, belts, and couplers.

Perform at required EMS, technical rope rescue, and hazardous material operation levels.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Supervise, organize, and review the work of sworn personnel.

Supervise, train, and evaluate staff.

Respond to EMS calls, fires, and alarms.

Control and direct a variety of emergency services related to fire suppression, emergency medical response, and hazardous materials incidents.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Make technical and urgent decisions quickly and calmly under emergency conditions.

Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions; think and act quickly in emergencies.

Oversee and participate in the operation and maintenance of apparatus and equipment used in modern fire fighting, EMS, and emergency activities.

Conduct preliminary fact-finding inspections and investigations including evidence gathering and preservation.

Collect, compile, and analyze information and data.

Prepare and make recommendations for the assigned budget.

Read and interpret blueprints and site maps.

Read, understand, and apply technical fire fighting materials and concepts.

Prepare and maintain accurate and complete records.

Prepare clear and concise written and oral reports.

Respond to requests and inquiries from the general public.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.



Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Three years of progressively responsible fire fighting experience including two years in the operation of equipment and apparatus at the level of Firefighter.

**Training:**

Equivalent to a high school diploma supplemented by extensive course work in fire science, fire investigation, or related field.

**License or Certificate:**

Possession of or obtain the following certification as outlined in Rock Springs Fire Department policies:

Hired after 9/15/2005; State of Wyoming – NPQS accredited Firefighter I; Firefighter II.

Hired prior to 9/15/2005: State of Wyoming Certified Firefighter I; Firefighter II.

Hired after 9/15/2005: State of Wyoming – NPQS accfeditied Apparatus Driver Operator – Pumper; Apparatus Driver Operator – Aerial.

Hired prior to 9/15/2005 State of Wyoming Fire Apparatus Operator.

Hired after 9/15/2005: State of Wyoming – NPQS accredited Hazardous Materials – Awareness; Hazardious Materials – Operations.

All firefighters will possess State of Wyoming Hazardous Material – Technician or Equivalent.

State of Wyoming – Fire Instructor I

State of Wyoming – Fire Inspector I

State of Wyoming – Fire Officer I.

All firefighters will possess American Heart Association – CPR for the Professional Rescuer and the State of Wyoming Emergency Medical Technician – Basic.

Any other applicable certifications required by Rock Springs Fire Department policies.

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift/drag 125-175 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

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