



Greater Eagle Fire Protection Position Job Description

Title: Captain

Reports to: Fire Chief
Manages: Firefighters / Engineers / Lieutenants
Status: Non-Exempt

Position Summary:

This is a company officer level position that is responsible for the specific activities and daily operations of an assigned shift; to assist the training officer with training, conduct evaluations, and overall management of the shift; and to provide highly responsible and complex administrative support to a Division Chief and the Chief of the District. This position reports directly to the Fire Chief and is the first officer to stand in for the Chief in his/her absence. This position is for the standard suppression/shift schedule, though may require over-time commitments for training, meeting attendance, performance of specific duties and call-backs on off-duty days for emergency incidents, non-emergency incidents, and/or station coverage.

Essential Job Functions and Responsibilities:

1. Responds to fire, EMS, rescue, and other incidents as outlined by the District's established response guidelines.
2. Responsible for the daily assignment of personnel to apparatus and their position/functional duties.
3. Directs and assists his/her crew at emergency and non-emergency incidents. This position may assume a higher level of authority as Incident Commander for these incidents by directing all operations until relieved by a higher or equal ranking officer.
4. Responsible for preparing and maintaining records such as fire reports, daily attendance logs, shift activity reports, and apparatus/equipment checklists during a tour of duty.
5. Responsible to insure that stations, grounds, apparatus, and equipment are clean and maintained in good order during a tour of duty.
6. Responsible for the enforcement of rules, regulations, policies, and procedures of the District.
7. Responsible for maintaining the flow of communications and dissemination of information to and from members of their command.
8. Responsible for the proper handling of routine personnel matters in accordance with the District's chain of command, as well as, state and federal labor laws.
9. Insures performance of duties of the personnel in his/her assigned shift.
10. Provides for on-duty training of their assigned shift in coordination with the Training Officer.
11. Attend department trainings and meetings as scheduled by Training Officer or District Fire Chief.
12. In the absence of Division Chief and Fire Chief, the Captain will assume the responsibilities and authority of the absent Chief.

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13. Under the general direction of the Fire Chief, the Captain administers, supervises, coordinates and evaluates the activities of the personnel assigned to his respective shift.
14. Supervises, coordinates and participates in assigned company inspections and pre-plans.
15. Supervises, coordinates and participates in public education programs such as station tours, grade school talks/shows, and other related public education events.
16. Maintains confidentiality regarding all incidents including but not limited to: medical scenes, fire investigations, and other information sensitive in nature.
17. Attend Officer Meetings and Department Representative meetings i.e. training, radio, hazmat meetings.
18. Under general direction of the Fire Chief, directly supervises employees of the District. Is responsible for the specific direction, coordination, and performance of his/her assigned shift. Also directly supervises non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing concerns and resolving issues.
19. Performs other duties as assigned by higher ranking officers.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to pass a pre-employment physical and background check.

Education/Experience:

Any combination of education and experience equivalent to graduation from high school. Prefer Associates Degree in fire related curriculum, and background in officer level training. Must possess a minimum of five years active firefighting line experience.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of constituents, visitors, customers or staff of the District.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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Certifications:

Fire Officer I (IFSAC or ProBoard)
IFSAC Firefighter II
Colorado or National Registry EMT-B
American Heart Association (BLS-HCP) Provider
Hazardous Materials Operations (IFSAC or ProBoard)
NWCG Firefighter II
NIMS - ICS 300
NIMS - 700 & 800

Preferred Qualifications:

Associates Degree in fire related curriculum
NFA Managing Fire Officer or currently enrolled
Company Officer Leadership Symposium
NWCG Engine Boss or higher
Blue Card Incident Commander
NWCG Type 4 IC
NIMS - 400
Professionalism and the ability to be discreet with confidential and sensitive issues.
Knowledge and proficiency on Microsoft Word, Excel, PowerPoint.
Strong verbal communication, written communication, and organizational skills.
Ability to handle multiple tasks, projects, and meet deadlines.
Ability to read, to analyze, and to interpret complex agreements and contracts.
Ability to respond effectively to the most sensitive inquiries or complaints.
Ability to work independently, assist with a variety of projects and be assertive as appropriate.
Must lawfully be able to work in the U.S. and speak, read, and write the English language.
Must have a valid Colorado driver's license or ability to obtain within 30 days.
Ability to be insured by Greater Eagle Fire's insurance carrier.

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. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl, and to taste and smell. The employee must occasionally lift and/or move up to 150 pounds, and will frequently lift/move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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Work Environment:

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

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; toxic or caustic chemicals, radiation; extreme heat; and risk of electrical shock. The noise level in the work environment is usually moderate.

Work is frequently performed in an office, vehicle, and outdoor settings during both day and nighttime hours. Equipment used in the work environment could include but is not limited to: common office equipment, computers, telephones, radios, copier/fax/scanning hardware. Additional specialized firefighting, rescue equipment, HAZMAT equipment, and EMS equipment, and PPE/BSI as trained and qualified.

ADA Compliance Statement:

The human resource goal of the Greater Eagle Fire Protection District is to select and retain the best-qualified applicant for each available position. An applicant's or employee's disability will not remove the applicant from consideration or a current employee from his/her job if the applicant or employee is able to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, unless such accommodation will result in undue hardship to the District.

EEOC Compliance Statement:

The Greater Eagle Fire Protection District is an Equal Opportunity employer that provides employment opportunities without discrimination on the basis of race, color, religion, national origin, gender, disability, age, sexual orientation, or pregnancy, childbirth, or a medical condition related to pregnancy or child birth. GEFPD complies with the American with Disabilities Act (ADA). If you require reasonable accommodation in order to apply for a position, please contact the District at: 970-328-7244.

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Review, Comment and Signatures:

The above statements in this Position Job Description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This description is subject to change as the needs and requirements of the job change.

I understand that by signing this Job Description it does not create a contract of employment or guarantee of employment for any definite period of time. In addition, I understand that I have been hired at the will of the Greater Eagle Fire Protection District (GEFPD) and I am an **AT-WILL EMPLOYEE** who may be terminated at any time, with or without cause and with or without notice, just as I may resign at any time, for any reason.

Comments: _____

Signature of Employee Date

Signature of Supervisor and Title Date

Job Description Approved By:

Chief Doug Cupp Date