

# Job Description – Captain

***Position Title:*** Captain

## ***General Summary:***

Responds to emergencies and performs fire suppression activities, rescue, damage control and property preservation. Supervises activities of assigned fire company, including lieutenants, engineers and firefighter/EMTs. Performs with limited supervision through Department Standard Operating Guidelines(SOG's) and established protocols and directives. Maintains a state of readiness of facilities and equipment by scheduled inspections, testing and maintenance. Promotes health and safety of the department and community through education. Directs and assumes control of the personnel in the absence of the Assistant Chief. Performs related work as required.

## ***Essential Job Functions:***

Responds to fire and rescue calls and performs suppression, rescue and ventilation in compliance with the department's SOGs and directives.

Functions as Incident Commander or scene officer.

As a team member assesses and coordinates the resources and personnel to facilitate safety.

Supervises firefighters, firefighting teams, and rescue teams during emergency and non-emergency operations.

Shall participate and instruct in the department training program.

Shall attend extra training and staff meetings as required.

Shall ensure that assigned apparatus is inspected and properly stocked.

Issues verbal and/or written warnings when appropriate per departmental disciplinary procedures.

Recommends suspension, demotion and termination of members as outlined in the department's disciplinary procedures.

Shall participate in the On-Call Officer Rotation.

Promotes departmental policies and procedures, objectives, safety and quality assurance programs.

Participates in a quality assurance program through post-incident analysis and debriefings.

Initiates and assists in developing and implementing improvements identified by a quality assurance program.

Performs scheduled inspections and minor maintenance of equipment and facilities.

Interacts effectively, professionally and tactfully with all participating agencies and the general public.

Conducts educational and public relations activities in fire safety.

Performs fire cause determinations.

Completes National Fire Incident reporting system NFIRS, EMS, and special incident and other required reports, including documentation entered into department's computerized records management system.

Performs annual evaluations of designated subordinates.

Performs other duties as assigned by the Fire Chief or Assistant Fire Chief.

***Equipment:***

Must be familiar with Emergency response vehicles, fire apparatus, medical equipment as authorized, fire suppression and rescue equipment and tools as authorized, photographic equipment, computers, office equipment, and communication equipment.

***Scope of Responsibility:***

Carries out supervisory responsibilities in accordance with the organization's policies and procedures and applicable laws.

Responsibilities may include interviewing, training employees/volunteers; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees/ volunteers; addressing complaints and resolving problems.

***Decision Making:***

Supervises all volunteer firefighter/EMT positions, either directly or through other subordinate officers, under direction of the Fire Chief or Assistant Fire Chief or Captains.

***Authority:***

Performs under direction of the Chief or Assistant Fire Chief.

***Experience:***

- ❑ Working knowledge of the organization, functions, policies, rules, methods and regulations.
- ❑ Working knowledge of fire suppression, prevention, emergency medical service principles, practices, apparatus and equipment.
- ❑ Must possess the ability to understand and carry out written and verbal instructions.
- ❑ Must possess the ability to establish and maintain an effective working relationship with co-workers and function as a team member.
- ❑ Must possess knowledge of local and national fire codes, building construction, and fire behavior.
- ❑ Must possess knowledge of hazardous material response.
- ❑ Must be able to perform functions as detailed in the Firefighting and EMS general description of duties document.
- ❑ To perform this job successfully, an individual must be able to perform each essential duty 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.

***Certification:***

One year as a Lieutenant with the Coldsprings-Excelsior Volunteer Fire Department CEVFR. Must Possess State of Michigan Fire Fighter I & II certificates. and possess and maintain a Hazardous Materials-Operations Level certification.

***Reasoning Ability:***

Must possess the ability to define problems, collect data, establish facts and draw valid conclusions. Must possess the ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Must possess the ability to assess situations, exercise sound judgment, and take appropriate action, remaining cognizant of the department's confidentiality requirement and the Coldsprings-Excelsior Volunteer Fire & Rescue public relations policy.

***Public Relations:***

Public relations will be an integral part of each employee's job. Employees will be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service.

**Other Skills and Abilities:**

Knowledge of: applicable codes, laws, statutes and ordinances; management and administrative techniques; principles of effective supervision; and effective operation, maintenance and repair of a wide variety of firefighting equipment and tools; emergency medical treatment and rescue techniques; and ability to interpret building construction plans.

Ability to safely and effectively commit and operate firefighting apparatus during a fire; thinking clearly and quickly during emergencies; establish and maintain cooperative relations with those contacted in the course of the work; analyze situations accurately and take prompt, effective action; comprehend written material, interpret and apply rules and instructions; learn operating policies and procedures; plan, direct and coordinate the work of others; work cooperatively with others and gain their respect and confidence; function with a high degree of independence; follow oral and written directions.

**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 the job, the employee is regularly required to use hands to handle or feel objects, tools or controls and reach with hands and arms. The employee frequently is required to sit and talk or hear. The employee is regularly required to stand; walk; climb or balance; stoop, kneel, crouch or crawl; and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**SPECIAL CONSIDERATION:** Certain trade areas within this job may require the use of a respirator. Such trade areas may require sufficient pulmonary and respiratory health to use a respirator and may preclude full beards or other obstructions preventing a positive facial fit for half-face or full-face respirators.

**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 near moving mechanical parts; in high, precarious places; in outside weather conditions; in occupancies with explosives and hazardous material, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock.

The noise level in the work environment is moderate to heavy.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

**Approved 1-18-2006**

**Board Member approved**

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Coldspring Excelsior Fire and Rescue  
Standard Operating Policies  
6565 County Road 612 NE  
Kalkaska, MI 49646

Section 1.4

Approval Signatures

Fire Chief :

\_\_\_\_\_ Date: \_\_\_\_\_

Assistant Fire Chief:

\_\_\_\_\_ Date: \_\_\_\_\_

Coldsprings Twp Representative:

\_\_\_\_\_ Date: \_\_\_\_\_

Excelsior Twp Representative:

\_\_\_\_\_ Date: \_\_\_\_\_