



# West Valley Fire-Rescue

## Yakima County Fire District 12

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### JOB DESCRIPTION

<b>POSITION:</b>	<b>STATION CAPTAIN</b>
<b>DIVISION:</b>	<b>OPERATIONS</b>
<b>IMMEDIATE SUPERVISOR:</b>	<b>DEPUTY CHIEF / FIRE CHIEF</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT / PAID-ON-CALL</b>
<b>REVISION DATE:</b>	<b>JANUARY 1, 2020</b>

#### JOB SUMMARY

Provides leadership for a fire station to assist in the completion of the District's Mission including fire protection, rescue, hazardous material, emergency medical services, and emergency management. Serves as the company commander consisting of a station, multiple pieces of apparatus, and all assigned members.

#### JOB SCOPE

Leads / supervises two to five Station Lieutenants' and fire company for emergency response; may supervise up to 50 (fifty) members at emergency incidents to meet the District Mission through our Vision and Values.

#### PRINCIPAL DUTIES AND RESPONSIBILITIES

- Coaches, manages and supervises all personnel assigned to the station both on emergency and non-emergency functions. Within the chain of command Station Captains have authority over all subordinates at all stations.
- Serves as the station supervisor for personnel matters including conducting performance evaluations, counseling, disciplinary action up to suspension, and making recommendations regarding continued employment or termination, following District Policy.
- Serves as Station Administration Officer in preparing reports, documents, memorandums and correspondence. Annually reviews needs and presents budget requests on behalf of their Station.
- Ensures that all station members complete training requirements to meet the minimum standards of performance in accordance with Policy 2110.
- Conducts pre-fire analysis along with other members of the station of target hazard businesses in the Community.
- Serves as a station leader to maintain high morale and ensure high productivity.

- Ensures compliance to District's policies, and District operating procedures, including safety and emergency operations.
- Serves as an Incident Commander and makes decisions regarding the strategy, tactics, and plan to safely and successfully mitigate incidents.
- Receives strategies from Incident Commander and determines the tactics and specific tasks necessary to fulfill the strategy while functioning within ICS.
- Participates in team management meetings to ensure that the Station and District are fulfilling it's Mission in fire protection, emergency medical service, rescue, hazardous materials response, and emergency management.
- Supervises public education functions such as station tours, visits to schools, public demonstrations and other public education efforts.
- Responds to emergencies, determines the route and directs firefighting and other emergency work until relieved.
- Assigns and receives assignments following the chain of command.
- Supervises size-up, rescue, exposure, suppression, overhaul and salvage operations, emergency medical services and other related emergency activities.
- During the absence of a senior officer, may be assigned additional Fire Department responsibilities.
- Instructs the principles and practices of firefighting, fire prevention, emergency medical services, hazardous materials and other related subjects.
- Communicates on a regular basis with Administrative staff and Lieutenants at assigned station to ensure Lieutenants have the necessary information and training for success.
- Assists in formulating policies, procedures and guidelines for the District as a member of the Management Team.
- Represents the Fire Department at meetings and other activities, works with other member's and the public to accomplish the goals and objectives necessary to complete the Mission of the Department.
- Expected to attend a minimum of 50% of drills and 25% (or 20% depending on call volume of station) of alarms at their assigned station as per Policy 2110.
- Serves as "Duty Officer" or "Duty Chief" for an assigned period of time.
- Expected to attend a minimum of 50% Officer Meetings as per Policy 2110.

- Performs all other duties as assigned.

### **MINIMUM EDUCATION, EXPERIENCE, AND CERTIFICATIONS**

- High school diploma or equivalent required.
- Seven years of fire service experience, including two at the rank of Lieutenant or equal with a recognized fire department.
- Incident Safety Officer certification.
- Emergency Vehicle Incident Prevention (EVIP) certification.
- National Fire Academy tactical operations certification (PICO, STICO, DMITCO).
- Emergency Medical Technician or the Department's Advanced First Aid certified.
- ICS training, IS-100, IS-200, IS-300, IS-700 and IS-800 certifications.
- Wildland Firefighter I Red Card certified.
- Ability to implement the Incident Command and Passport Accountability System.
- Instructor 1 certified or obtained within two (2) years.
- Valid Washington State Driver's License required.
- Must have access to a vehicle.
- Must possess auto insurance.
- Must meet and maintain minimum participation requirements in Policy 2110.
- Must attend monthly Officer meetings and trainings related to this position.
- Must reside within the geographical boundary for membership indicated in Policy 2109.
- This position is required to wear a SCBA and must meet Policy 3301, Section 4, Equipment Use 4.3.

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

Ability to act as an effective team member at all emergency incidents involving fire protection, emergency medical services, and emergency management functions. Ability to communicate and effectively deal with the general public and school age children. Ability to perform effectively under stressful and adverse conditions. Skills in fire prevention, fire suppression, public education, emergency medical service delivery, rescue operations, auto extrication, hazardous material response, incident command, apparatus maintenance leadership and management. Knowledge of management principles, leadership styles, administrative procedures, District standard operating procedures, guidelines and policies. Knowledge of personnel management, human resources, harassment laws, and be a legal, ethical and moral individual. Ability to effectively lead and supervise a Fire Station and maintain a positive employee atmosphere while accomplishing the overall District Mission.

### **ESSENTIAL JOB FUNCTIONS**

Full duty is an assignment of a member, who meets all the essential job functions listed in Appendix B of Policy 2115 as well as the thirteen (13) essential job tasks listed in NFPA 1582 Section 5.1.1.

This position requires work at a computer/display terminal and desk for periods of time, including repetitive motions of the wrists, hands and fingers. Constant use of both hands in reaching, handling, grasping, pushing and pulling while performing duties. Able to lift and carry. May require sitting, climbing, crawling, kneeling, crouching, standing, walking, stepping over items, twisting, lifting, reaching or bending for periods of time.

Seeing, speaking and hearing to evaluate and communicate situations. Must be able to speak, and to receive and understand written and oral communications in English and give written and oral instruction.

Must be capable of donning an SCBA according to manufactures requirements, including annual fit testing and SCBA quarterlies.

The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Yakima County Fire Protection District 12 is an Equal Employment Opportunity employer. It does not discriminate against its members or against applicants for appointment. Decisions regarding selection, promotion and/or tenure shall be free from restrictions based on physical, cultural, religious or other biases. Decisions regarding selections, promotions and/or tenure shall be directly related to the applicant's qualifications and ability to perform the requirements of a position. If you feel you have been discriminated against, please contact the Fire Chief or Board of Fire Commissioners.**

**This job description does not constitute an employment agreement between the Fire District and the member and is subject to change as the needs of the Fire District and requirements of the job change.**