



# West Valley Fire-Rescue

## Yakima County Fire District 12

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### JOB DESCRIPTION

<b>POSITION:</b>	<b>TRAINING - CAPTAIN</b>
<b>DIVISION:</b>	TRAINING / OPERATIONS
<b>IMMEDIATE SUPERVISOR:</b>	FIRE CHIEF / DEPUTY CHIEF
<b>FLSA STATUS:</b>	EXEMPT / FULL-TIME
<b>REVISION DATE:</b>	JANUARY 1, 2020

#### JOB SUMMARY

Plans and directs the District's training programs and manages the Training Division. Plans and conducts training of District personnel related to fire protection, rescue, emergency medical services, hazardous materials and emergency management. Develops and coordinates curricula, lesson plans, examinations, and scheduling of courses.

#### JOB SCOPE

Directly supervises three or four employees and indirectly supervises approximately 80 employees. Assists in the preparation, administration, and monitoring of the District budget. Responds to and participates in emergency incidents as assigned

#### PRINCIPAL DUTIES AND RESPONSIBILITIES

- Plans, organizes, supervises, and conducts on-the-job training and in-service instructional programs including classroom lectures and individual training covering fire suppression, prevention, rescue, hazardous materials, EMS and supervisory principles and techniques; conducts and supervises all Departmental training.
- Supervises Recruit School and all recruit training.
- Conducts and supervises Task Oriented Training Evaluations.
- Prepares training schedules and reports; maintains personnel training records and reports on training activities; conducts training evaluations during drills and at emergency scenes.
- Approves and coordinates training activities with Captains; advises the Training Committee, Chief, and Deputy Fire Chief of training effectiveness.
- Evaluates Division reports on training; develops, recommends and implements program improvements, policies and procedures.

- Writes and submits regular reports to the Fire Chief, Deputy Chief, Commissioners, Washington State Patrol, Yakima County Training Officers Association and other agencies on the progress of fire training activities.
- Makes recommendations to the Fire Chief / Deputy Chief on personnel promotions; prepares and submits complete training records for personnel promotions.
- Prepares tentative annual budget for the Training Division; assists in the preparation of the Fire District budget.
- Monitors Training Division budget to ensure that budget amounts are not exceeded; writes equipment specifications for proposed training budget and ensures approved equipment is requisitioned and purchased.
- Takes disciplinary action up to suspension on Department members; makes recommendations for further disciplinary action to the Fire Chief / Deputy Chief.
- Responds to the scene of alarms as command staff or where needed within the operation.
- Serves as the District “Duty Chief” in a regularly scheduled rotation with Administrative staff, or as assigned in the Incident Command System.
- Serves as the District Safety Officer, reviews policy, WAC and guidelines to assess risk and manages the safety and accident prevention program.
- Reviews all evaluations of members to develop S.M.A.R.T. training goals.
- Chairs the Training Committee and conducts training and safety committee meetings, records the minutes and distributes.
- Maintains an active role in the Yakima County Training Officers Association.
- Supervises the pre-planning of target hazard occupancies such as hospitals, schools and nursing homes.
- Assists in formulating policies, procedures, and guidelines for the District as a member of the Management Team.
- Schedules, coordinates and conducts Fire Prevention and Public Education activities. Serves as the District Public Information Officer.
- Performs all other duties as assigned.

**MINIMUM EDUCATION, EXPERIENCE, AND CERTIFICATIONS**

- Associate Degree in Fire Science or related field or equivalent education and experience.
- Seven years of fire service experience in fire fighting, fire prevention and/or fire safety, with previous command experience required.
- Graduation from the NFA Executive Officer Program or related Bachelor’s Degree is preferred.

- Incident Safety Officer certification.
- Emergency Vehicle Incident Prevention (EVIP) Instructor certification.
- National Fire Academy tactical operations certification (PICO, STICO, DMITCO).
- Emergency Medical Technician.
- ICS training, IS-100, IS-200, IS-300, IS-400, 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. Instructor II preferred.
- OTEP Instructor preferred.
- Valid Washington State Driver's License required.
- Must have access to a vehicle.
- Must possess auto insurance.
- Must attend monthly Officer meetings and trainings related to this position.
- Must reside within the geographical boundary for membership indicated in Policy 2109 within six (6) months of hire.
- This position is required to wear a SCBA and must meet Policy 3301, Section 4, Equipment Use 4.3.

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

Skills in applying, communicating and obtaining compliance to training standards, regulations and codes relating to fire training and safety. Skills in commanding fire, EMS, rescue, and hazardous material incidents. Knowledge of emergency medical procedures, fire extinguishing and alarm systems, and implementing comprehensive plans and programs to promote public safety. Ability to communicate effectively with peers, subordinates, and the public.

### **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 employee and is subject to change as the needs of the Fire District and requirements of the job change.**