

OKANOGAN COUNTY FIRE DISTRICT 6

Captain, Job Description

GENERAL PURPOSE:

This position has direct responsibility,

- a) for the formulation, administration, coordination, and operation of the Firefighter Vocational Training Program (FVTP) at OCFD6 and
- b) to respond to emergency incidents as a line officer/firefighter.

This position:

- Creates the curriculum and administers the FVTP.
- Coordinates multiple contractors and consultants to execute educational and training programs.
- Recruits and supports the activities of FVTP cadets.
- Supports the activities of the OCFD6 volunteer personnel.
- Facilitates the recruitment and retention of volunteer personnel.
- Administers and implements District standards and policies.
- Interacts with community, educational, and governmental agencies.
- Initiates and maintains high standards of performance, training, and morale of OCFD6 subordinates and FVTP cadets.

SUPERVISION RECEIVED AND EXERCISED:

- Works under the general guidance and direction of the Chief and the Assistant Chief.
- Provides direct and indirect supervision of fire personnel and support staff.
- Provides direct and indirect supervision of the FVTP personnel and support staff.

TYPICAL DUTIES:

Serve as the administrator and coordinator of the Firefighter Vocational Training Program, including but not limited to the formation and management of the overall program, formation of program policies and procedures, formation of course curriculum, scheduling of classes and resources, budget planning and management, research, prepare, and submit grant proposals. Plan, organize, direct, and participate in fire suppression, rescue, prevention, and maintenance activities; supervise fire department personnel and response apparatus in all aspects of fire prevention and protection; respond to fire, medical, and other emergency alarms by driving assigned equipment to appropriate locations as necessary; perform strategic and tactical incident management and direct the activities of fire personnel; operate pumps, ladders, and other mechanical equipment as required; conduct residential and commercial fire safety inspections to discover and eliminate potential fire hazards; educate the public in fire prevention and life safety methods; develop, deliver, and document training programs for fire department personnel; oversee and perform maintenance on fire apparatus and equipment, fire stations and grounds, and other equipment; maintain records and prepare reports as required; assure adherence to established safety standards in daily operations and serve as the incident safety officer on emergency scenes; attend training and drills as required; conduct special projects and prepare special reports as assigned; research, prepare, and submit grant proposals; conduct preliminary investigation and report on cause of fires;

observe, record, and report on evidence for presentation in court; may assist in preparing annual budget estimates and controlling expenditures; may serve as department Training Officer and plan and implement training programs and activities for department personnel; may serve as the department Safety/Public Education Officer and plan and implement prevention programs and activities; may serve as the department's Maintenance Officer and plan and implement maintenance programs and activities. Perform related duties as assigned. (Essential duties may vary from position to position within this classification.)

Employment Standards:

Necessary Knowledge, Skills, and Abilities:

Comprehensive knowledge of practices, regulations, methods, and equipment used in command, fire suppression, and firefighter training according to NFPA, local, state, and federal standards.

Extensive Knowledge of:

- Program management skills.
- Training techniques related to the field.
- Formulation of training programs.
- Firefighter certification regulations and requirements.
- Volunteer and combination fire departments.

Thorough Knowledge of:

- Management principles regarding firefighter training and certification
- Management principles regarding fire district administration.
- Fire Suppression, Extrication Operations, and other emergency scene operations.
- Federal, state, and local laws, rules, and regulations as they pertain to assigned activities.

Working Knowledge of:

- Program Management tools and Microsoft Office
- Budgeting and financial reporting
- Human Resources

Ability to:

- Develop, implement, and evaluate curricula and educational materials for firefighter training programs leading to state or national certification.
- Lead, motivate, train, coordinate, and delegate.
- Coordinate multiple contractors and consultants to execute educational programs.
- Provide leadership to OCFD 6 personnel.
- Provide leadership to FVTP personnel and cadets.
- Establish and maintain effective working relationships.
- Analyze data, create plans, and develop and manage budgets.
- Write, communicate, and report in descriptive detail.
- Act as a liaison and foster positive community and governmental interactions.
- Delegate and organize multiple, changing responsibilities.
- Prioritize work to meet goals and objectives within acceptable time frames.
- Plan, evaluate, assign, and coordinate activities
- Prepare technical and administrative reports.
- Work with others in a high-pressure situation with a minimum of supervision.
- Rapidly make critical decisions under emergency circumstances.
- Approach problem-solving as an innovative process.

Education and Experience:

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education: Equivalent to completion of the twelfth grade.

Experience: Five years of experience as a firefighter.
Five years of experience as a training officer, instructor, or evaluator, or any combination of the aforementioned.

Preferred Experience includes:

- Degrees and Certificates of higher education in the field of training or education.
- Experience in the formulation and administration of firefighting training programs that result in state or national certification.
- Experience with fire training academies.
- Experience in educational program formulation and execution.
- Mitigation of wildland and urban-interface fire emergencies.
- Participation or interaction with Incident Management Teams.

Additional Requirements:

Within sixty days of the date of hire, the employee must establish and maintain a residence within a twenty-minute drive time (non-emergency) of the OCFD 6 station in either Winthrop or Twisp.

The employee will possess and maintain certification in basic first aid.

The employee will possess a Firefighter I certification.

The employee will possess, or obtain within 180 days of employment, certification as a Wildland Firefighter II.

The employee will possess, or obtain within 180 days of employment, certification as an IFSTA Fire Service Instructor II.

Must be able to pass physical examination including drug screening.

Selection Guidelines:

May include any or all of the following: formal application; review of education and experience; written examination or assessment center; oral board; background/driver’s license verification and check; chief’s interview; hiring list; offer of employment; post offer physical examination including drug screen.

Tools and equipment used:

Personal computer; program planning and tracking software, Excel, Word, and PowerPoint software, emergency response vehicles; radio; pager; land line telephone; smartphone; Fire and EMS equipment.

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 frequently required to sit; talk or listen; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift or move up to 50 pounds and occasionally lift or move up to 175 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

This position is FLSA non-exempt and is subject to a probationary period of one year.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and the employee and the job description including the purpose and duties is subject to change by the employer as the needs of the employer and the requirements of the Fire District change.