



Job Description – Fire Captain

Position Summary:

Under the general direction of the Battalion Chief, the Fire Captain supervises firefighting companies in the suppression of fires, emergency medical services, fire prevention, and public education activities. Oversees the maintenance of fire station, equipment, apparatus, and related work as required; coordinates the scheduling of personnel, equipment, training, and work activity; coordinates line functions within administrative policy and does related work as required.

This position is designated as classified and is non-exempt. The Fire Captain works a 48/96 schedule that includes weekends and holidays. However, Fire Captains may be assigned to a 40-hour workweek.

Essential Functions:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

All Assignments

- Provide an environment through leadership and example where customer service is the highest priority company activity.
- Supervise employees and coordinate personnel-related activities to include, but not limited to: training, recommending/approving personnel actions, coaching and counseling, establishing performance goals, and writing performance evaluations.
- Recommend and assist in the implementation of District goals and objectives.
- Implement and positively reinforce District policies and procedures.
- Respond to emergency medical scenes, fire incidents and other related emergency requests. While wearing proper personal protective equipment (PPE) and a self-contained breathing apparatus (SCBA), may be required to perform firefighting tasks (e.g. hose line operations, climbing, crawling, lifting and carrying heavy objects, ventilating roofs or walls, forcible entry, etc.) rescue operations, and other emergency response actions.
- Direct and coordinate emergency scene activity to include the laying of hose lines, the placement of ladders, directing the pressure and use of water streams, ventilation procedures, salvage operations and overhaul activities unless and until relieved of command by a supervisor.
- Communicate (give and comprehend verbal orders) while wearing personal protective equipment and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers).
- Supervise and render first aid at an emergency medical incident.
- Direct the continuous maintenance of quarters, equipment and apparatus at assigned fire station according to District standards.
- Write reports of all fires and related emergency activities and reports concerning the use and condition of apparatus, related equipment and supplies.
- Identify training needs, supervise and instruct classes and drills in firefighting and emergency medical service techniques, including such areas as driving and operating equipment, the use of tools and

techniques of firefighting, first aid, rescuing, and hydraulics to ensure minimum company standards are maintained.

- Participate in budget preparation; prepare cost estimates for budget recommendations.
- Submit justifications for needed equipment; monitor and control expenditures.
- Provide assistance to personnel under stress due to incidents and provide company training.
- Conduct fire prevention inspections and educate the general public in fire prevention.
- Work with other management staff in maintaining and improving the operation of the District.
- Operate emergency response vehicles.
- Act as Fire Battalion Chief as assigned.

Paramedic Assignment

- Administer emergency and non-emergency medical care and transport utilizing Federal and State accepted guidelines of basic and advanced life support procedures in treating the sick and injured.
- Perform a variety of medical procedures with authorized medical direction through both on-line and off-line control protocols.
- Examine victims and communicate physical assessment of findings to base hospital physician(s).
- Perform cardio-pulmonary resuscitation and endotracheal intubation; apply different types of splints, backboards and cervical collars.
- Administer various intravenous solutions and parenteral drug injections; inventory and request necessary medical and drug supplies.
- Operate a variety of medical equipment, including suction units, pulse oximeters, laryngoscopes, cardiac monitors, defibrillators, oxygen administration equipment, pneumatic anti-shock garment (PASG) and glucose monitors.
- Conduct Emergency Medical Service training classes for Fire District personnel as assigned.

Knowledge, Skills, and Abilities:

Knowledge of:

- Principles, practices and procedures of modern firefighting.
- Purpose, operation and maintenance of firefighting vehicles, equipment and apparatus.
- Principles and practices of employee supervision and training.
- Emergency Medical Technician basic life support procedures and paramedic support procedures.
- District policies, rules and instructions for firefighting and rescue activities.
- Fire prevention principles and practices; local Adopted Fire Code; District fire hazards and other emergency resources.
- Extrication and the use of extrication tools.
- Principles and practices of safe motor vehicle operation and maintenance.
- The SFMD road network.
- Basic mathematical and science skills.
- Microsoft Office products and other relevant technologies.

Ability to:

- Analyze emergency situations quickly and correctly and take effective courses of action.
- Make independent judgments regarding safety and life issues.
- Deal effectively with people under stressful situations.
- Read maps and provide travel directions.
- Provide superior customer service for both internal and external customers.
- Make mathematical calculations and draw logical conclusions.
- Listen and communicate effectively with a diverse group of people.
- Handle multiple projects simultaneously and use good judgment in prioritizing work assignments.

- Proficiently perform computerized word processing, comprehension, summarizing and writing/editing.
- Accurately read instructions and labels, avoid physical hazards, and distinguish color-coded labels and signals.
- Attend or conduct various meetings as needed.
- Supervise and coordinate the activities of staff as assigned, including training, scheduling, written performance evaluations and possible disciplinary actions.
- Train and instruct employees in modern Firefighting principles, practices and procedures.
- Observe, review and check the work of staff members to ensure conformance to standards.
- Establish and maintain effective working relationships with co-workers, supervisors and the general public.
- Complete required OSHA/safety training as required.
- Perform other duties as assigned.

Required Training and Experience:

- Candidate must have five (5) years of fire suppression employment with SFMD
- Candidate must have an associate's degree in applicable field

Additional Requirements and Qualifications:

- Possess current Emergency Medical Technician or Paramedic certification
- A valid Arizona Drivers License
- Must not be on the Office of Inspector General (OIG) list of Excluded Individuals/Entities (LEIE)

Work Environment/Physical Demands

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position or that an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Some work is performed in an office environment; but responds to emergencies and is subject to potential personal danger.
- Engage in moderate to strenuous physical activity and under emotional stress during emergency situations.
- Participate in physical fitness programs and comply with Fire District fit-for-duty policy requirements.
- Demonstrate physical endurance, agility, strength and stamina under emergency situations. At times, sustained performance of moderately physically demanding work, typically involving climbing and balancing, stooping, kneeling, crouching, crawling and may involve the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 90 pounds).
- Perform duties requiring frequent pulling of 50 pounds or more, such as removing hose from apparatus, pulling ceilings, starting power equipment and opening doors on the apparatus.
- At times, perform rescue duties requiring searching, finding and rescue-dragging or carrying victims that can weigh over 200 pounds to safety.
- Bend or stoop repeatedly or continually over time to perform emergency medical services or perform duties on the fire ground.
- Lift arms above shoulder level to cut vent holes with an ax or to force entry into automobiles using specialized tools.
- Operate all types of portable fire extinguishers, power tools, hand tools and related equipment, such as smoke ejectors, forcible entry tools, pike poles and axes.
- Operate a variety of medical equipment, including suction units, pulse oximeters, laryngoscopes, cardiac monitors, defibrillators, oxygen administration equipment and glucose monitors.
- Exposure to dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric

currents, traffic hazards, bright/dim lights, toxic agents, explosives, firearms, water hazards, violence, disease, and pathogenic substances.

- Operates radios, audio-visual equipment, printer, mechanical tools, hand tools, thermal imaging camera, forcible entry tools, or other equipment as necessary to complete essential functions.
- Operate a variety of standard office equipment, including a computer, telephone, calculator, copy and fax machines requiring continuous and repetitive arm, hand, and eye movement.
- Use appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA) which requires the ability to tolerate increased respiratory workloads while performing tasks in environments that may be immediately dangerous to life. This includes working in extremely hot or cold environments and withstanding exposure to toxic fumes and other hazards for prolonged time periods.
- Travel to/from various District locations.

EQUAL EMPLOYMENT OPPORTUNITY:

SFMD is committed to creating a diverse environment and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status (ARS 41-1463). Additionally, this position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. Please contact Human Resources to request an accommodation. Persons with a disability may request a reasonable accommodation by contacting the HR Manager at (480) 982-4440 X132. Requests should be made 24 hours in advance or as early as possible to allow time to arrange the accommodation.