

North Yarmouth Fire Rescue

Job Description – Call Fire Rescue Captain

03-01-2017

General Purpose

Will perform a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and rescue to prevent or minimize the loss of life and property by fire, and any other emergency situations as required. The fire Captain is integrally responsible for fostering an atmosphere of professionalism, accountability and productivity for the North Yarmouth Fire Rescue, as well as ensuring a high quality service to the citizens of North Yarmouth.

Supervision Received

Works under the general guidance and direction of the Fire Rescue Chief and the Deputy Fire Rescue Chief.

Supervision Exercised

Supervises Lieutenants, Engineers and members assigned to companies under their command, and other officers and members through subordinate officers.

Essential Duties and Responsibilities

Administer SOG, SOP and policies of the NYFR.

Has the overall responsibility of maintaining the ever readiness and operability of the companies and all equipment assigned to those companies.

Supervise and if necessary provide routine maintenance on equipment to ensure emergency preparedness.

Sits on the Lieutenants interview board as assigned by the Fire Rescue Chief

Perform and/or assist in the performance of the duties of a fire or ems personnel as necessary.

Respond to and assumes command, if necessary, of fire/rescue related emergency calls and conducts operations as necessary to resolve the emergency.

Will make recommendations to the Fire Rescue Chief and the Deputy Fire Rescue Chief on replacement of/or new purchases, equipment related to their assigned companies.

Will oversee all trainings, preplanning, testing and inspections pertinent to assigned companies this will include but not limited to making sure that all members assigned to the companies will be proficient in the location and operation of all equipment assigned to the companies.

Handle grievances; maintain departmental discipline, the conduct and general behavior of all personnel.

Participate in the departmental in-service training activities, planning and implementing.

Shall participate in a rotating schedule as the weekend fire officer. Shall respond all emergency calls while on duty, unless tied up on another call.

Shall assist the Deputy Fire Rescue Chief with the recruitment and retention of new personnel.

Will be on training/safety committee

Prepares a wide variety of reports and records on departmental activities.

Peripheral Duties

Perform related work as necessary or required

Attend conferences and meeting to keep abreast of current trends in the field

Represent NYFR and town at a variety of local, county, state meetings.

Perform the duties of command personnel as needed.

Desired Education and Experience

High school graduate or equivalent, supplemented by specialized instruction and training in firefighting, rescue and fire prevention

Four (4) years of experience, One (1) year as a current active officer with North Yarmouth Fire Rescue, and two (2) years on North Yarmouth Fire Rescue

1. Firefighter I & II or equivalent.
2. Fire Instructor I or equivalent.
3. Fire Officer I or equivalent within two (2) years of appointment.
4. Certified Driver Operator.
5. Haz-Mat Operations
6. Valid CPR Card.
7. ICS 100, 200, 300, 700
8. EMT-B License (preferred)

9. Safety Officer Certification: If not certified will be required within one year of appointment

Demonstrated supervisory and administrative responsibilities

Desired knowledge, skills and abilities

Thorough knowledge of modern fire suppression, procedures, techniques and equipment. Working knowledge of first aid and resuscitation techniques, through knowledge of department guidelines, and regulations.

Skill in the operation of all department equipment.

Ability to train and supervise subordinate personnel, ability to perform work requiring good physical condition, ability to communicate effectively, orally and in writing. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to effectively give and receive verbal and written instructions, and ability to establish and maintain effective working relationships with other volunteers, supervisors and the public.

Special Requirements

Must possess a valid appropriate State of Maine motor vehicle operator license.

Must have physical strength and agility sufficient for performing fire fighting responsibilities.

Must be a resident of North Yarmouth or a bordering town.

Tools and Equipment Used

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

Physical Demands

The physical demands described here are representative of those that must be met by a volunteer or 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 this job, the volunteer or employee is frequently required to stand, sit, talk, smell, and hear. The volunteer or employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with

hands and arms. The volunteer or employee is occasionally required to walk, stoop, kneel, twist, bend, reach, push, pull, climb or balance, crouch, or crawl.

The volunteer or employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night work. Work is often performed in emergency and stressful situations. Individual is exposed to hazards associated with fighting fires, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in the office and loud at an emergency scene.

The examples of duties 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 is subject to change by the employer as the needs of the employer and requirements of the job change.