



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

JOB TITLE	Fire Captain/Paramedic
DIVISION	Operations
FLSA STATUS	Non-exempt
SAFETY SENSITIVE	Yes

DEFINITION

Under general supervision of the Battalion Chief, the Fire Captain/Paramedic supervises and performs operational, technical, administrative, firefighting, and fire prevention activities. The Fire Captain/Paramedic may be assigned as Training Captain or Company Officer.

DISTINGUISHING CHARACTERISTICS

The Fire Captain/Paramedic/Tier II All-Risk performs a variety of supervisory and administrative duties including the training, directing, and monitoring of assigned personnel, and the maintenance of stations, vehicles, and equipment. The Fire Captain/Paramedic engages directly in fire suppression, fire prevention, public education, emergency medical services, hazardous materials, and other public safety activities. Position serves as a Company Officer.

REPORTS TO: Battalion Chief

ESSENTIAL FUNCTIONS

The functions listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all functions listed and may be assigned functions which are not listed below.

1. Ensures that all assigned personnel, apparatus, and equipment are ready for duty.
2. Responds to fire alarms and other emergencies as commanding officer; sets up incident command using established Incident Command System procedures (NIMS) to direct firefighting or other emergency operations until relieved by a senior officer.
3. Engages directly in fire suppression, fire investigation, fire prevention, public education, EMS, HazMat, rescue, and all other public safety activities.
4. Directs the maintenance and cleaning of quarters, equipment, apparatus, and fire stations.
5. Plans and executes regular work and training assignments of fire station personnel on an assigned shift.
6. Fairly evaluates the performance of assigned personnel; actively coaches and mentors to advance their development.



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7. Ensures that assigned personnel adhere to Fire District policy & procedures, rules & regulations; carries out duties in conformance with District policy.
8. Identifies the fire training needs of company personnel; instructs and drills Fire District personnel in firefighting and other emergency methods, techniques, and related subjects.
9. Conducts inspections of buildings, fire safety systems, hydrants, and installations as required by federal, state, and local laws and ordinances.
10. Maintains records and submits detailed reports as needed.
11. Maintains knowledge and competency of current trends in the field.
12. Represents the Fire District in a variety of local, county, state, and other meetings.
13. Performs all essential and peripheral duties as detailed in the Training Safety Officer position.
14. When qualified, performs the duties of subordinate personnel.
15. Participates in annual mandated training.
16. Meets District expectations of the Company Officer.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of

- Rules, regulations, and operational procedures of the Fire District in current firefighting techniques, fire equipment operation, emergency medical treatment, and emergency rescue activities.
- Principles and practices of supervision and training.
- Methods of managing emergency situations.
- Personal protection equipment use, care, and maintenance.
- Local streets, geography, including the location of water mains and hydrants and major target hazards.
- Basic principles, practices, and applications of fire prevention.
- Pertinent federal, state, and local laws, ordinances, and regulations.
- Basic International Building Code and Fire Code provisions.
- Basic techniques for safely handling hazardous materials.
- Emergency medical assistance and CPR techniques.
- All District vehicles and equipment capabilities.
- Nevada State Laws pertaining to EMS.
- Basic budgeting principles.
- Fire District best practices, policies, and procedures.

Skill to

- Command and direct fire units at firefighting or rescue operations.
- Effectively interact with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds, often in situations which may be stressful.
- Respond quickly and effectively to changing situations under emergency conditions.
- Communicate effectively in oral and written forms.



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- Prepare and compose comprehensive reports on incidents, investigations, and other Fire District related subjects in an accurate, clear, and concise manner.
- Use good judgment, maintain operational efficiency, conduct command duties in a fair and impartial manner.
- Train others in policies and procedures related to the work.
- Evaluate job performance, coach, mentor, and discipline.
- Develop effective work teams, motivate individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Interpret, apply, and explain related federal, state, and local laws.
- Coordinate activities and communicate with other supervisors.
- Contribute effectively to the accomplishment of Division and organizational goals, objectives, and activities
- Serve as a member of various Fire District committees, as assigned.

Ability to

- Take control of and direct a variety of emergency services related to fire operation, emergency medical response, rescue, and hazardous materials incidents.
- Think and act quickly; analyze an emergency; and decide on an appropriate course of action within the scope of assigned duties.
- Apply first aid in emergency situations.
- Oversee and participate in the operation and maintenance of apparatus and equipment used in current firefighting, emergency medical treatment, hazardous materials control, and emergency rescue activities.
- Plan, assign, and direct the work of subordinates under emergency and non-emergency conditions.
- Safely operate the listed tools and equipment.
- Interact positively with others including the public, elected officials, other organizational staff, and coworkers.
- Supervise, train, and evaluate assigned staff.
- Instruct and lead fire training sessions and courses.
- Follow procedures and directions both in written and oral form.
- Fill out forms, reports, logs and draw diagrams.
- Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions.
- Operate and employ current office practices, procedures, methods, and computer equipment.
- Understand basic arithmetic elements using whole numbers, decimals, percentages, and fractions.
- Develop budget recommendations.
- Understand basic mechanical principles.



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Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

- Associate degree in Fire Science and/or
- Five (5) years of experience with an all-risk fire agency as a Firefighter/Paramedic or Fire Engineer/Paramedic.

Required Certifications and Licenses:

All required certifications and licenses must be maintained and current through the duration of employment. Additionally, the highest level of EMS certification received must be maintained throughout the duration of employment.

- Possess and maintain NV Advanced EMT or Paramedic.
- Possess and maintain NV Ambulance Attendants License.
- Possess and maintain Current BLS Provider CPR certification.
- Possession of a valid Nevada driver's license – Class "B" or "C" with an "F" endorsement or a Nevada Commercial Driver's license – Class "A" or "B" OR an equivalent from state of residency.

Job Related Requirements for Promotion:

In addition to all job related requirements listed in the Firefighter AEMT Tier III or Firefighter/Paramedic Tier III, and Fire Engineer/Paramedic/Tier III All Risk job descriptions must have the following certifications:

- Successful completion of a competitive promotional exam for the position of Fire Captain.

Special Requirements:

Additional Coursework required within 24 months of appointment:

- POOL/PACT HR Essential Management Skills Class
- POOL/PACT HR Influential Leadership
- Fire Instructor I – Nevada State Fire Marshal (NVSFM)
- Fire Investigation 1A, Initial Fire Investigation for First Responders, or National Fire Academy (NFA) R206
- FI-210 - Wildland Fire Investigations
- Completion of ICS-300 - Intermediate ICS for Expanding Incidents



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- Completion of all officer I coursework for 1 of the following programs:
 - NVSFM Officer, I class series OR
 - California State Fire Marshal (CSFM) Officer I class series OR
 - Columbia Southern Officer I class series
- Qualified as Incident Commander Type (ICT) 5
- Qualified as Engine Boss (ENGB)
- Initiation of ICT4 Task Book
 - Completion of S-260 - Interagency Incident Business Management
 - Completion of S-336 - Tactical Decision Making in the Wildland Fire

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands/ fingers to handle objects and operate tools or controls; and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and/or smell odors.

This position requires frequent lifting and/or moving of objects up to 50 pounds and occasional moving of objects up to 175 pounds. Strength, stamina, and agility to utilize fire suppression equipment while wearing heavy protective clothing for long periods of time. Specific vision abilities required include close vision, night vision, color vision sufficient to distinguish between red and green traffic signals, and the ability to adjust focus.

Physical fitness must be maintained to perform a variety of maintenance duties as well as rescue activities.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS

Work is performed under the following conditions:

Work is primarily in a station, vehicle, and outdoor settings; in all weather conditions, including temperature extremes; during day and night shifts.

Work in emergency medical situations, including vehicle accidents, water rescues, mountain rescues with extreme terrain; and other types of medical and rescue emergencies. Work in stressful, intense life-threatening conditions.



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Personnel occasionally work near moving mechanical parts and in high, precarious places. Personnel may be occasionally exposed to extreme heat/fire; wet and/or humid conditions; smoke, fumes, or airborne particles; radiation; toxic, explosive, or caustic chemicals; bodily fluids and infectious diseases; risk of electrical shock, and vibration; noise

The noise level in the work environment varies from quiet office settings, to moderate during daily work routine, and to loud at an emergency scene.

There is a risk of death or injury from sudden cave-ins of floors, toppling walls, falling trees and traffic accidents when responding to calls. Personnel may come in contact with poisonous, flammable, or explosive gasses and chemicals, as well as radioactive or other hazardous materials that may have immediate or long-term effects on health.

ACKNOWLEDGEMENT

I have reviewed this job description, along with any attachments, and find it to be an accurate description of the demands of the job.

PRINT NAME

SIGNATURE

DATE