

Eastside Fire & Rescue Job Description

Position Title: **Career Captain**
Division: **Operations**
Reports To: **Shift Battalion Chief**

FLSA Status: **Represented/Non-Exempt**
Revised: **1/6/14, 10/15/18**

General Summary: Captains are responsible for the professional supervision of a fire company or companies, along with associated resources, while on duty.

Duties include, but are not limited to, protecting life and property by supervising and performing firefighting, emergency aid, mitigation of hazardous material incidents, building inspections, pre-incident planning, and fire prevention/public education/public information and public relations duties. May perform as an Acting Battalion Chief (BC).

The Floating Captains and Station Captains report to, are responsible to, and is evaluated by the shift BC. The Station Captain is also responsible for all station level activities.

The Training Captain reports to, is responsible to, and is evaluated by the assigned Deputy Chief. If assigned to the South King County Fire Training Consortium (SKCFTC), the Training Captain shall report within the Consortium's chain of command for day to day planning and operations.

The CLO Captain reports to, is responsible to, and is evaluated by the Battalion Chief of Community Services.

The Fire Prevention Specialist (if holding the rank of Captain) reports to, is responsible to, and is evaluated by the Fire Marshal or the assigned Deputy Chief.

Essential Job Functions – Station Captain:

1. Station Captains are responsible for the operation, maintenance, and function of their assigned fire station, and supervisory responsibility for a company or companies in handling emergencies, and station training functions in coordination with the Training Division.
2. Assigns and directs work of all assigned employees on duty during an assigned shift.
3. Supervises the maintenance, cleaning, and function of equipment, apparatus, and the fire station assigned, including daily training and other station activities.
4. May be assigned to Acting BC in the BC's absence, and may also be assigned as an additional BC.
5. Responds to and directs the activities of fire and medical teams at the scene of emergencies or routine responses assuming command of an emergency scene unless relieved.
6. Conducts and documents inspections of apparatus, facilities, and grounds per Agency policy.
7. Coordinates and monitors pre-fire plans, mapping, inspections, and other activities assigned to the station.

8. Maintains and orders, or delegates orders, necessary in supplying items and equipment for station operations.
9. Assists in preparation and development of Agency budgets relating to assigned fire station.
10. Provides public education training to the general public and schools when assigned or scheduled.
11. Will maintain daily station shift calendar.
12. May be subject to additional assignments by Agency chief officers.
13. Work is assigned and supervised by the duty Battalion Chief through conferences, observation of work performed, and review of reports.

Essential Job Functions – Training Captain:

1. The Training Captain is responsible for assisting with managing, developing, and evaluating the Agency's training program. The Training Captain is a two-year appointed position.
2. Responsible for managing, developing, and evaluating the Agency's training programs.
3. Qualified as an Incident Safety Officer under NFPA Standard 1521.
4. May assist in the evaluation of Agency personnel in their performance of skills (e.g., JATC, etc.).
5. May screen and approve applications for educational events.
6. Assist with the review and maintenance of all individual training records ensuring documentation accuracy, compliance with the training program, and skill competency.
7. Assist with the evaluation of instructors used in the delivery of classes to the Agency.
8. Assists in the preparation and implementation of the annual operational budget for the Training Division.
9. May be assigned to short term Acting BC in the shift BC's absence, and may also be assigned as an additional BC.
10. May be subject to additional assignments by the assigned Deputy Chief.
11. The Training Captain is allowed to work suppression replacement overtime.

Essential Job Functions – Floating Captain:

1. Floating Captains shall fill vacant officer positions due to any reasons causing a vacancy on an hourly, daily, or longer-term basis. When a vacancy does not exist, the Floating Captain shall be assigned suppression duties by Battalion 71 or the DC of Operations. The Floating Captain will be assigned projects and tasks as determined by the Fire Chief, Deputy Chiefs, and/or BCs.
2. Responsible for performing as an Acting BC or as a company officer.
3. Assigns and directs work of all employees on duty during an assigned shift.
4. Supervises the maintenance, cleaning, and function of equipment, apparatus, and the fire station assigned, including daily training and other station activities.
5. Supervises and coordinates station training functions with the Training Officer.
6. May be assigned to an Acting BC in the BC's absence, or assigned as an additional Acting BC.
7. Responds to and directs the activities of fire and medical teams at the scene of emergencies or routine responses assuming command of an emergency scene unless relieved by a senior officer.

8. Conducts inspections of apparatus, facilities, and grounds per Agency policy.
9. Performs public information, public education, and public relations activities (e.g., pre-fire plans, mapping, inspections, etc.)
10. Maintains and orders necessary supply items and equipment for station operations.
11. Assists BC in preparing budget requests when required.
12. Performs tasks assigned on the daily station shift calendar.
13. Any issue or concern identified at a station by a Floating Captain shall be resolved with the assigned Station Captain and the BC.
14. May be subject to additional assignments by Agency chief officers.

Essential Job Functions – Community Liaison Officer:

- Assist news media personnel in reporting routine and breaking fire news stories for the Agency
- Being available to respond to major fire and emergency medical incidents to assist with timely and accurate dissemination of releasable information that will not impede fire and/or police operations or investigations
- Assist as part of the Incident Command Staff at major incidents
- Document fire incidents, public and departmental events as the photographer
- Coordinate press conferences, conduct TV/radio interviews and release information within the confines of state and federal laws and city policy governing public disclosure
- Prepare and distribute Agency media releases, with the participation from Incident Commander in charge of the scene
- Maintain and improve existing information dissemination pathways
- Facilitate and maintain a close working relationship with media outlets
- Manage and respond to public comments, questions and complaints on behalf of the Agency, and in coordination with partner cities and districts at the direction of the Fire Chief or Administrative designee.
- Develop and execute varied communications products including website, print publications, social media, etc.
- Participate in regional PIO working groups and committees
- Manage/update content on fire Internet, Intranet websites, and social media platforms
- Plan, schedule, coordinate and conduct station tours and other public relations events for the Agency
- Coordinate public outreach programs and public speaking engagements
- Provide creative ideas, strategies, and proposals for effective positive marketing of the Agency
- Research/review new innovative communication programs for the Agency
- Assist with assigned administrative tasks
- May be subject to additional assignments by Agency Chief Officers
- Assists with coordinating various public education initiatives and/or programs established by the Agency

Knowledge, Skills, and Abilities:

1. Advanced knowledge of modern firefighting principles, practices, and techniques, equipment, and tactical procedures.
2. Technical knowledge of the chemistry and characteristics of fire, fire

investigations, fire inspection techniques, private fire protection systems, and dispatch procedures.

3. Ability to analyze and evaluate operations and develop and implement corrective action to resolve problems.
4. Technical knowledge of emergency medical services delivery.
5. Leads and directs crews under stressful and hazardous conditions.
6. Leads employees, maintains discipline, and handles personnel-related problems.
7. Provides guidance and direction to personnel, while assisting them to achieve personal and organizational goals.
8. Knowledge of the principles and practices of supervision and management with an ability to prioritize, assign, monitor, and evaluate the work of assigned staff.
9. Exercises sound judgment.
10. Maintains confidentiality
11. Communicates effectively regarding complex or sensitive issues or regulations, and works effectively with the public, Agency personnel, and related agencies.
12. Carries out the prescribed and assigned duties in a manner which fulfills the purpose and needs of the Agency.
13. Maintains written and oral communication skills.
14. Maintains personal physical conditioning necessary to perform efficiently in emergency situations.
15. Ability to project a highly professional appearance
16. Ability to navigate various desktop and mobile software applications and willingness to learn new applications
17. Must be able to navigate and maintain various social media applications
18. Work harmoniously with the public, co-workers, and related agencies.
19. Ability to help guide teams or groups to successful completion of their tasks.

Education and Experience:

- Shall meet the officer requirements as outlined in Policy 2407.
- Shall have and maintain a valid State of Washington Emergency Medical Technician certification.
- Shall have and maintain a valid State of Washington driver's license and good driving record required by Agency policy with EVIP
- Shall successfully complete the probationary period.
- **Floating Captain:** May deliver training and assist the Training Division as needed/upon request.
- **Fire Prevention Specialist (Captain):** Shall obtain the International Fire Code Fire Inspector Certification from the International Fire Code Institute within one year of appointment.
- **Community Liaison Officer:** The Agency will provide specialized training as opportunities arise.

Physical Requirements:

- Must successfully pass annual physical capability (fit for duty) test and annual SCBA/HEPA mask fit test.
- Must be able to read a computer screen, and various reports, letters, documents, and training materials.
- Must be able to drive personal and Agency vehicles.
- Must be able to frequently communicate, express one's self, convey,

converse, and exchange information with others either in person, written, telephone, or through radio.

- Frequent movement is necessary in a fire station setting, in meetings and/or training, at conferences, etc., for long periods.
- Occasionally ascends/descends stairs; positions self to reach high/low work spaces; kneels; stoops, crouches, and crawls.
- Capable of frequently lifting and/or moving up to 10 pounds and occasionally lifting or moving weight in excess of 100 pounds. Specific vision abilities required by the job include close vision, depth perception and the ability to adjust focus. Corrected vision is permitted.
- Operates standard office software and equipment.
- Attends schools, conferences, and training sessions keeping current in practices, tactics, training, prevention, and other information related to the position.
- Frequently works in an indoor and outdoor setting; occasionally required to work for prolonged periods without rest during emergencies and/or in inclement weather.

Working Conditions: Subject to work hours as outlined in the Collective Bargaining Agreement. The Captain shall be required to immediately respond to emergencies, work outside in all weather conditions and under adverse conditions. Work includes exposure to hazards inherent with firefighting and rescue operations. May be subject to off-shift call back.

General Sign-Off: The employee is required to adhere to all Agency policies, regulations, procedures and respective Collective Bargaining Agreement. The statements herein are intended to describe the general nature and levels of work performed by the employee, but are not a complete list of responsibilities, duties, and skills required of personnel so classified.

I have read, understand, and agree to adhere to this explanation, conditions, and job description.

Signature: _____ Date: _____ Emp# _____