



JOB DESCRIPTION

TITLE: Captain
DEPARTMENT: Fire
GRADE: F6
FLSA: Non-Exempt
EEO DESIGNATION: Protective Service
REVISION DATE: 02/24/2017

POSITION SUMMARY

Under general supervision of the Battalion Chief, provides technical supervision and leadership of a station crew with regard to firefighting operations, emergency medical situations, equipment maintenance, training, and other activities.

ESSENTIAL FUNCTIONS:

- Supervise fire station operations, fire inspections, and public education programs.
- Supervise the proper maintenance and operation of fire stations, apparatus, and equipment.
- Establish the incident command system at all emergencies; assume the duties and responsibilities of the Incident Commander, Command Staff, and/or ICS General Staff at emergency incident and planned events until relieved by a superior officer.
- Direct, supervise, mentor, and assist with evaluating assigned staff; counsel, commend or discipline personnel as appropriate.
- Provide regular training time for crew and delegate responsibilities appropriately.
- Assist Management staff in monitoring and evaluating the effectiveness of services; identify opportunities for improvement; assist with the development of division goals and objectives; manage the implementation of changes.
- Ensure compliance with Department SOPs and SOGs.
- Deal effectively with people in situations that may, at time, become confrontational, stressful or uncomfortable.
- Perform all other duties as assigned.

MINIMUM QUALIFICATIONS:

- Six (6) years of full-time broad municipal fire service work AND an associate's degree earned from an accredited college or university.
OR
- Eight (8) years of full-time broad municipal fire service work.
- Minimum of two years' (full-time) experience as an Engineer or a Paramedic (or specialist equivalent).
- Must satisfy the medical requirements of National Fire Protection Association (NFPA) Standard 1582 and at all times maintain a fitness level that meets or exceeds the minimum standard of the department physical ability test.
- Must possess a valid Utah driver license.
- Certification and licensure as an EMTB, AEMT, or Paramedic by the State of Utah Department of Health, Bureau of Emergency Medical Services.



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- Must possess a Fire Officer I Certification.
- Must possess or obtain Red Card Certification within one year of hire.
- Must possess NIMS ICS 300 within one (1) year of promotion.
- Must maintain all previously required certifications as outlined in the Engineer or Paramedic I job descriptions.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of firefighting practices and procedures, fire hazards, safety precautions, fire hydraulics, building construction and mechanics.
- Considerable knowledge of hazardous materials operations and technical rescue awareness.
- Ability to climb ladders, work at considerable heights, in confined spaces or sight-obscured environments, and perform limited mechanical work.
- Considerable knowledge of City geography, and department policy, procedures, rules and regulations.
- Ability to analyze situations quickly and objectively to determine the proper course of action under stressful and emergency conditions.
- Ability to understand and carry out oral and written instructions.
- Ability to prepare written reports using proper grammar and spelling.
- Ability to maintain effective working relationships with other employees and the public.
- Ability to meet the physical requirements established by the department.
- Use job related computers and software applications

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Response to emergency situations and participation in training activities. Involves considerable exposure to stressful situations, strenuous and moderately heavy physical activity; required to stand, walk, crawl or sit in uncomfortable positions for extended period of times; involves exposure to dangerous situations under disagreeable conditions such as a cold, wet, high temperatures, toxic fumes, smoke, excessive noise, hazardous materials, communicable diseases, vibration, heights, confined spaces, emergency driving, little to no sleep for extended periods, etc. May be subjected to lifting and dragging items of excessive weight. Unconventional working hours are required including nights, weekends, holidays, and shifts of up to 48 hours in length. Required to travel to different sites and stations.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age. The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job



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description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.