PART-TIME FIRE CAPTAIN

POSITION SUMMARY

The Part-Time Fire Captain is responsible for the supervision of a fire company for fire suppression, hazardous material response, rescue operations and emergency medical services. The Part-Time Fire Captain assumes the duties as the Incident Commander if first on scene of an emergency. Oversees Part-Time Lieutenants and Part-Time Fire Fighters and works with Full-Time Officers as they direct activities of firefighters in routine duties and on emergency scenes. Part-Time Fire Captains work an average of twenty (20) hours per week.

RESPONSIBILITIES

Essential Duties:

- Responds to alarms as an officer of a firefighting company; performs a variety of firefighting functions, including Incident Command .
- Responds as the officer of a fire company to bring basic medical care to citizens of the community.
- Under direction of the Deputy Fire Chief and Part-time Assistant Chief, prepares and conducts training of company and department personnel as assigned; works with employees to correct deficiencies, and submits training records.
- Responsible to ensure cleanliness of station and maintenance of apparatus, tools, equipment and all other Fire Department property.
- Maintains discipline and insures that firefighters follow department rules and regulations.
- Provides staff assistance to senior officers as appropriate and necessary.
- Coordinates activities with other officers and personnel.
- Maintains proficiency by completing required trainings; maintains all required certifications.
- Works closely with the Training Officer in the delivery of overall training programs for suppression personnel including classroom and hands-on training.
- Responds to major emergency incidents and provides support to the Incident Commander in accordance with incident command policy.
- Operates or oversees the operation of fire department apparatus and equipment at emergency scenes. Oversees efforts to return apparatus and equipment to a state of readiness.
- Performs other duties of a similar nature or level as required

Knowledge, Skills and Abilities: (position requirements at entry):

- Knowledge of City of Dickinson Fire Department Standard Operating Procedures.
- Knowledge of City of Dickinson Human Resource Manual.
- Knowledge of firefighting principles, practices, and procedures.
- Knowledge of fire hydraulics, fire apparatus , equipment, tools, devices, facilities and the proper use and maintenance.
- Knowledge of city geography and hydrant locations;
- Skilled in management and supervisory principles and practices, in both routine and emergency situations.

- Ability to operate and maintain fire department apparatus and equipment.
- Ability to supervise personnel under extreme stress at an emergency scene;
- Ability to use a variety of office equipment and related applications;
- Effective communication, oral and written, with supervisors, peers and public (to include adequate hearing, vision and clear speech).

Judgment/Decision Making:

- Performs duties with limited supervision within the parameters of established fire department policy, procedures and guidelines, adopted city fire code and emergency medical scope of practice.
- Refers operational, procedural, policy and personnel issues to higher ranking officer, following chain of command.

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Will supervise a company within the department. Will mentor and provide guidance and training to members of that company. Includes some human resource responsibilities for direct reports.
- Confers with appropriate higher-ranking officer about human resource and operational issues.
- Maintains and enforces department rules and regulations.
- Works to promote teamwork within the department and within the City in general.

Relation to Others:

- Regular and substantial contact with the public; discussions usually relate to interpretation of policies and/or programs.
- Assesses and diffuses problem situations and requires influencing others to reach consensus. Explores alternative and creative solutions to meeting the needs of customers.
- Shares information with peers.
- Resolves conflict through the use of tact and diplomacy.
- Accepts responsibility and works well when given responsibility .
- Accepts and is eager to learn new duties.
- Offers suggestions to improve the activities of the department.
- Exhibits a positive image and outlook when interacting with coworkers and/or the public.
- Serves as a positive role model for others.

SKILLS

Education and Experience (position requirements at entry):

- High School Diploma or General Equivalency Diploma (G.E.D.).
- Seven (7) years of Volunteer/Part-Time experience as a fire fighter, two (2) of which as a Lieutenant or higher.

- Or an equivalent combination of Fire Service related education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid ND Driver's License
- AHA BLS Provider Level CPR, AED & First Aid
- ProBoard and/or IFSAC Firefighter I Certification
- ProBoard and/or IFSAC Firefighter II Certification
- ProBoard and/or IFSAC Hazardous Materials Operations Certification
- BlueCard Command Certification
- NIMS/ICS 100, 200, 300, 400, 700 & 800
- ProBoard and/or IFSAC Fire Instructor I (within two years of hire)

WORKING CONDITIONS

Environment:

- Physical requirements: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- May be subjected to hazardous conditions including but not limited to: fumes, odors, dusts, gases, chemicals, poor ventilation, body fluids, blood borne pathogens, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.
- Work involves episodes of strenuous physical activity, routine exposure to the threat of physical harm including the threat of loss of life, exposure to hazardous substances , unpleasant working conditions such as adverse weather conditions or the extreme risk of accident or ill health. Threats are difficult to identify or protect against.
- Ability to distinguish between shades of color and utilizing the sense of smell.

Pay Grade: PT Fire Captain
FLSA: Non-Exempt
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