

# HIGHLANDS FIRE DISTRICT

## EXECUTIVE DIRECTIVES

CODE/TITLE: **104 Captain**  
SECTION: 100 Classification/Job Descriptions  
REFERENCE: HR Policy 30.03 & 30.04  
ORIGINATED BY: Dirch Foreman, Deputy Fire Chief  
APPROVED BY: Mike Bradley, Fire Chief  
EFFECTIVE DATE: 02/01/2012

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### **Captain**

FLSA: Non-exempt

Operations Division

Full-time

PSPRS Retirement

Safety-sensitive position

Supervisor: Fire Chief, Deputy Chief, Battalion Chief

Supervises: Supervises an engine company comprised on Fire Engineers and Fire Fighters, may supervise any number/type of personnel under the Incident Command System

### **HOURS OF WORK**

This is a shift work position which may require the employee to work 24 hour shifts, multiple 24 hours shifts, all days of the week and normally scheduled holidays. This position is usually assigned to the suppression division shift schedule. Regular work hours may be adjusted at the discretion of the Fire Chief to meet the demands of the Fire Department. At the discretion of the Fire Chief a Captain may be placed on a special assignment and work an altered schedule.

### **JOB SUMMARY**

Under general direction to perform skilled supervisory work in directing the activities of a fire company(s) on an assigned shift. This is a supervisory position that is responsible for the discipline and performance of assigned personnel, as well as volunteers, in accordance with department policy and procedure. The employee will be required to make critical decisions at emergency incidents, assign personnel to accomplish tasks and objectives, and to monitor and insure their safety.

In addition, a Fire Captain may be placed in a *special assignment* position. This could entail assignment to an office within a division or managing and supervising employees within a program.

### **ESSENTIAL FUNCTIONS**

- ◆ Responds to alarms as assigned, directs the route to be taken and assigns companies based on strategic goals and tactical objectives.

- ◆ Determines the best method of mitigating or addressing a developing emergency incident, saving lives and property.
- ◆ Supervises personnel in all aspects of emergency operations at fires, emergency medical incidents, rescues, hazardous materials incidents and natural and man-made disasters.
- ◆ Supervises personnel in non-emergency operations including equipment and facility maintenance, training, fire prevention, public education, performance management and program management.
- ◆ Responsible for the effectiveness, efficiency, and morale of subordinates and their performance as a team.
- ◆ Trains to stay proficient in emergency and non-emergency operations.
- ◆ Supervises fuel management projects and performs duties such as thinning, piling, and burning.
- ◆ Compiles records and writes reports relative to emergency responses, day to day activities, performance evaluations, inspections, station facilities and other related activities.
- ◆ Inspects property and facilities to ensure compliance with ordinances and/or best practices.
- ◆ Executes all tasks assigned by a supervisor or those of a higher rank or qualification.
- ◆ Obeys and enforces all District policies, regulations and procedures.
- ◆ Develops and administers a budget in assigned areas.
- ◆ Plans, organizes, directs, manages, and evaluates major department programs.

The essential functions listed above are intended only as illustrations of the various types of work that may be performed. For further guidance, standards of medical requirements for fire fighters may be referenced in the most current edition of NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments. The omission of the 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 is subject to change by the District as the needs of the District and requirements of the job change.

## **MINIMUM QUALIFICATIONS**

- ◆ High School Diploma or GED (high school equivalency)
- ◆ Arizona State Certified Firefighter I and II (preferred), IFSAC/ProBoard Certified FF II, documented completion of training which meets or exceeds NFPA 1001 standards.
- ◆ National Wildfire Coordination Group (NWCG) certification at the Basic Wildland Firefighter level or higher(S-130, S-190, L-180, I-100). Effective January 1, 2013, all candidates shall be NWCG certified Firefighter 1(Advanced FF/Squad Boss) and Type 5 Incident Commander; and documented completion of I-200 and S-215.
- ◆ Documented completion of FEMA IS-700 and IS-800
- ◆ Hazardous Materials 1st Responder - Operations level certification
- ◆ State of Arizona Emergency Medical Technician - Basic or higher certification
- ◆ HFD candidates must have successfully completed HFD Engineer probation in order to test for the position; HFD candidates must have completed three years as rated HFD Engineer to promote to the position.
- ◆ External candidates for Captain shall have minimum of five years experience as a Career Firefighter including three years as a rated Engineer or equivalent with a similar Fire agency or department
- ◆ A 39 month satisfactory driving record.
- ◆ An Associate's Degree in Fire Science or a related discipline is highly desirable. Effective January 1, 2010; all candidates upon hire or promotion shall have two semesters to obtain an Associates

Degree in Fire Science or a related discipline. Effective January 1, 2012, all candidates testing for HFD Captain shall have completed “\*Core Fire Science” classes (Fundamentals of Fire Prevention; Fire Apparatus and Hydraulics; Fire Fighter Occupational Safety; Emergency Scene Management; Fire Department Company Officer or equivalents) from an accredited institution(\*Utilizing the catalog of original start date)

### **SPECIAL REQUIREMENTS**

- ◆ Must sign a Loyalty Oath.
- ◆ Must meet insurability requirements of the Department's insurance carrier.
- ◆ Must maintain excellent health for rigorous firefighting activities and pass an annual fitness/medical examination.
- ◆ Must pass the NWCG annual certification for the Work Capacity Test (WCT) at the arduous level and maintain certification as a condition of employment (All new employees hired after June 1, 2005).
- ◆ Must maintain certification as a State of Arizona Emergency Medical Technician-Basic.
- ◆ Must have satisfactory results on drug and alcohol testing.
- ◆ Must have satisfactory results on background screening.
- ◆ Reside within 30 minute travel time to District Headquarters.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- ◆ Fire behavior.
- ◆ The geography, risks and hazards of the District.
- ◆ Good supervisory and management practices.
- ◆ Effective oral and written communication skills.
- ◆ The principles, practices and procedures of emergency operations.
- ◆ The principles and practices of fire prevention, fuels management and public education.
- ◆ Team building and leadership.
- ◆ Work without direct supervision.
- ◆ Establish good discipline and develop subordinates.
- ◆ Be an effective team member, leader, and follower.
- ◆ Read and write at the level required for successful job performance
- ◆ Establish and maintain effective relationships with those contacted in the course of work and live cooperatively with peers and supervisors.
- ◆ Exercise self-control and good judgment in emergency/hazardous situations.
- ◆ Provide excellent internal and external customer service.
- ◆ Experience using computers and basic computer software.

### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

Must possess the mental ability to reason and make judgments

Must possess the ability to understand and follow oral instructions

Must be able to understand and follow written instructions

Possess the ability to guide and/or give instructions

Must possess the ability to make decisions in accordance with established procedures and policies

Must be able to speak and understand English in order to answer telephones and radios. Must be able to communicate verbally with county officials, the general public, vendors, supervisors and other employees

Hearing must be adequate to communicate with county officials, the public, vendors, supervisors, and other employees

Ability to read and understand text

Ability to perform simple arithmetic operations quickly and accurately and to perform more complex operations utilizing a calculator, adding machine or other measuring devices

Ability to visualize objects of two or three dimensions, or to think visually of geometric forms

Must have manual dexterity to use telephone, radio, calculator, copy machine, fax machine, manipulate computer keyboard and mouse, use hand tools, use power tools and to manipulate small objects with fingers rapidly and/or accurately

Frequently must lift, push/pull, carry/hold materials or equipment in excess of 50 pounds from ground to waist, at waist level, waist to shoulder, and above shoulder level

Routinely climb ladders, stairways, and steps

Ability to stand for 8+ hours per day

Ability to sit for 8+ hours per day

Ability to run and/or walk for 3+ hour per day

Walking and running may occur over both flat and rough terrain

Must be able to frequently stoop, kneel, crouch, and crawl

Frequently must be able to reach, handle, manipulate, and feel

Essential job function vision includes peripheral vision, night vision, focus, color perception, and depth perception

Must be able to drive motor vehicles (cars, sport utility vehicles, medium/large/heavy trucks) with automatic and standard transmissions

## **WORKING CONDITIONS**

Duties take place primarily at an assigned fire station, however movement/travel to all fire stations and emergency scenes is required. Work takes place indoors and outdoors in a variety of settings and all weather conditions. Moves dirt and burned debris. Moves heavy objects. Positions and climbs ladders. Works in small, cramped areas. Digs up ground to fight Wildland fires. Wears personal protective equipment weighing approximately 70 pounds. Works in high humidity, and environments with extreme temperature fluctuations. Relies on self-contained breathing apparatus. Works with cleaning fluids, solvents, paints, lubricants and similar solutions. Performs tasks in environments that may be immediately dangerous to life and health. Subject to exposure to high stress situations and environments. Subject to extreme noise levels in the work environment.

The physical demands, work environment characteristics, and working conditions described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.