



## PRINCE GEORGE COUNTY, VIRGINIA

July 2018

### FIRE CAPTAIN

FLSA Status: *Non-Exempt*

#### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs difficult protective service work directing and supervising the activities of a shift or division and providing emergency medical care of sick and injured under emergency conditions, frequently involving personal hazard; does related work as required. Work is performed under the regular supervision of the Director of Fire, Emergency Medical Services and Emergency Services. Supervision is exercised over subordinate personnel.

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a self-contained breathing apparatus. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

#### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Responding to emergency and fire calls; providing basic and advanced life support emergency medical services; assisting in the suppression of fires; preparing and maintaining detailed records; supervising personnel assigned to a Shift, Team or Division; providing assistance to the public.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Ensures adequate staffing and equipment are available for service delivery during assigned shift; schedules and approves leave; coordinates schedule with volunteers; assists volunteer management as necessary; makes daily task assignments; reviews patient care reports; reviews documentation of assigned personnel for completeness and accuracy; prepares narratives and statistical reports; documents all incidents and activities according to established policies;

Ensures understanding and compliance with state, County and departmental policies; recommends revisions and/or new policies and procedures; assists with budget preparation and management;

Responds to fire and emergency calls; may take on the role of officer in emergencies including assuming command of an incident; determines the necessity of additional resources; administers emergency care;

Checks and prepares equipment and supplies for treatment; cleans, disinfects and maintains medical equipment;

Educates public in matters of fire/injury prevention and emergency situations;

Coordinates and performs housekeeping duties to station building;

Participates in continuing training and instruction program by individual study of technical material and attendance at scheduled drills and classes.;

May be assigned to operations, administration, or other roles as necessary;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Performs related tasks as required.

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

Knowledge of fire, EMS, emergency disaster management; knowledge of laws and regulations controlling fire, EMS and emergency management; effective management and administrative skills; ability to lead, direct and manage the activities of volunteer and career personnel; ability to establish and maintain productive working relationships with volunteers, career personnel, government officials and the public; ability to prepare technical and informative reports and present complex information to varied audiences; and, ability to exercise sound judgment and discretion in emergency situations.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from a community college supplemented by required firefighting and emergency medical training and considerable fire, emergency medical and emergency services experience; and a minimum of one year of experience in a supervisory capacity.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Must possess and maintain certification as State Certified Firefighter II or higher, Hazardous Material Operations or higher, EMT – Intermediate or higher, EVOC Level III or higher. Must meet and maintain all departmental requirements for the position.