



CITY OF RICHLAND

CLASSIFICATION TITLE: FIRE CAPTAIN (OPTION CLASS)	JOB #: 1001	AFFILIATION: Affiliated (IAFF)
REPORTS TO: FIRE BATTALION CHIEF OR DESIGNEE	PAY GRADE: N/A	FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

Under the general supervision of the Fire Battalion Chief or designee, performs skilled emergency and non-emergency tasks in the area of fire prevention, fire suppression, hazardous materials, emergency preparedness, and emergency medical services for the protection of life and property for municipalities, airports, and private industry. When assigned, may serve as the acting Fire Battalion Chief.

Additionally, Fire Captains are front-line supervisors and will typically be responsible for an assigned crew and station each shift, using communication and organizational skills to coordinate, supervise, manage, and train others to accomplish goals.

ESSENTIAL JOB FUNCTIONS (ALL CLASS OPTIONS):

Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Directs interior structural firefighting activities, extends hose lines, raises and climbs ladders, uses extinguishing agents, performs rescue operations, ventilates structures of toxic smoke and gases, performs salvage operations on the structural contents, body recovery, and serves as Rapid Intervention group supervisor or team leader.
- Assesses nature and extent of fire, conditions of building, dangers to adjacent buildings, and water supply status to determine crew or company requirements. Develops an initial action plan, so that resources are deployed to control the emergency.
- Performs exterior structural firefighting activities, initial command and control operations and defensive fire operations.
- Performs wildland firefighting activities commensurate with National Wildfire Coordinating Group (NWCG) training and agency certification.
- Fills Incident Management System (IMS) positions commensurate with training, experience, and incident needs.

- Assists Emergency Medical Service (EMS) personnel with recording patient information, non-technical movement of patients, and advanced First Aid skills.
- Completes accurate and timely patient care reports (if applicable to certification), incident reports, memos, and maintenance/repair requests.
- Drives and operates all classes of vehicles used by the department, operates Mobile Data Terminal (MDT) as a passenger, troubleshoots and adapts to equipment failures and unexpected events at emergency scenes.
- Performs non-emergency activities including, but not limited to, drills, training, building inspections, and participates in fire prevention programs, public education, and public relations activities.
- Performs special operations work in accordance with individual training and certification levels (examples include hazardous materials, rope rescue, confined space rescue, and water/shoreline rescue responses).
- Manages projects and on-going programs, as well as delegates project tasks to crew members and prepares associated budget requests.
- Assigns tasks or responsibilities to crew members under emergency or non-emergency settings.
- Directs crew members during training evolutions, so that the evolution is performed in accordance with safety plans, efficiently, and as directed.
- Evaluates and documents the performance of assigned firefighting personnel; compiles and maintains records, including performance appraisals and reviews.
- Initiates action for member-related problems, as appropriate, so that the situation is identified and the actions taken are within established department and City practices.
- Executes routine crew-level administrative functions, including forms and record-management systems, so that the reports and logs are complete, and files are maintained in accordance with practices, policies, and procedures.
- Performs EMS work as a Washington State Emergency Medical Technician (EMT) or Advanced Emergency Medical Technician (AEMT) per state and local protocols; lifts patients to backboard, moves patients on stretcher, gathers patient information, assists with patient care, triages, and treats patients suffering illness or trauma, and transports them to the appropriate medical facility.
- Subject to shift work, 24-hour on call, and mandatory overtime as required.
- Performs all functions of a Firefighter EMT and Fire Lieutenant as required.
- Performs other duties as assigned.

PARAMEDIC OPTION:

- Performs EMS work as a Washington State Paramedic per state and local protocols; lifts patients to backboard, moves patients on stretcher, and gathers patient information.
- Coordinates the patient care activities of other EMS crew members as lead paramedic on various EMS calls; provides patient care, triages and treats patients suffering illness or trauma, and transports them to the appropriate medical facility.

ASSISTANT FIRE MARSHAL OPTION:

- Works within assigned duties based on the individuals existing skills and abilities, and the division's program and project needs by the Fire Marshal, to include, but not limited to, serving as the Department's Public Information Officer (PIO), assisting the Fire Marshal with public education, fire investigations, plan reviews, and fire inspections to ensure code compliance.
- Conducts building inspections in business occupancies throughout the community at all stages of construction.
- Works a 4-10 or 5-8 hour work week for a total of 40 hours worked per week, with occasional emergency callback, 24-hour shift work, and mandatory overtime as required.

EMS PROGRAM OFFICER OPTION:

- Works within assigned duties to oversee and maintain the department's EMS delivery model, to include but not limited to, EMS system supplies and equipment, providing input to the EMS program budgeting process, public education, risk reduction, and review of requests for department EMS training.
- Coordinate with hospitals and physicians on EMS issues, particularly with the Medical Program Director on a regular basis to support initiatives and processes.
- Support Legacy Initiative of being a top tier EMS delivery model for cardiac, stroke, and trauma.
- Build internal and external relationships with community, regional, and national partners.
- Works a 4-10 or 5-8 hour workweek for a total of 40 hours worked per week, with occasional emergency callback, 24-hour shift work, and mandatory overtime as required.
- Performs all functions of a Fire Captain/Paramedic.

TRAINING PROGRAM OFFICER OPTION:

- Works within assigned duties to develop, manage, and maintain the department's Fire and EMS training programs.
- Coordinate department and regional training sessions.
- Build internal and external relationships with community and regional partners.
- Works a 4-10 or 5-8 hour workweek for a total of 40 hours worked per week, with occasional emergency callback, 24-hour shift work, and mandatory overtime as required.

KNOWLEDGE, SKILLS & ABILITIES:

Specific and realistic knowledge, skills, and abilities typically necessary to competently perform this job.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes, and regulations related to assigned activities and directly pertaining to emergency services delivery and operation.
- Benton/Franklin counties Mass Casualty Incident plan and pre-hospital Basic Life Support (BLS) patient care guidelines.

- Current adopted edition of the Uniform Fire Code (Assistant Fire Marshal option only).
- Modern office practices, methods, procedures, and techniques.
- Record-keeping principles, procedures, and techniques.
- Health and safety laws, regulations, and policies applicable to assigned tasks.
- Education and training related to industry standards, state requirements, and career development.
- Mechanical systems and reasoning, machines and tools, including their designs, uses, repair, and maintenance.
- Building construction relating to fire behavior and operational safety.
- Administration and management as it relates to the organizational structure and operation of the fire department, business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources.
- Transportation as it relates to traffic flow, street layouts, response routes, transportation industry hazards, and emergency response.
- Geography relating to wildland fire behavior, hazardous materials exposures, and distribution of community infrastructure and resources.
- Mentoring, coaching, counseling, and progressive discipline principles and practices.
- Regulation and policy, specifically WAC 296-305, Washington Surveying and Rating Bureau (WSRB) training elements, relevant National Fire Protection Association (NFPA) standards, and other pertinent industry and safety standards (Training Program Officer option only).
- Program assessment and planning.
- Regulation and policy, specifically WAC 246-976, RCW 35.21.766, relevant NFPA standards, and other pertinent industry and safety standards (EMS Program Officer option only).
- Medical program direction (EMS Program Officer Option only).
- Quality management, clinical quality, and data reliability (EMS Program Officer option only).

Skills and abilities to:

- Learn, read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Follow oral and written instructions.
- Observe legal and defensive driving practices.
- Understand and work within scope of authority.
- Comply with health and safety standards and regulations.
- Apply safety standards and regulations at the station level, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.
- Demonstrate situational awareness, think critically, and monitor operations and crew needs in emergency and non-emergency settings.
- Demonstrate service orientation, by ensuring customer needs are the primary focus of actions taken.

- Demonstrate complex problem solving under pressure, use sound judgment, decision making, and deductive reasoning.
- Analyze situations accurately and adopt an effective course of action.
- React to complex and changing work environments in a timely manner.
- Troubleshoot, operate, and maintain assigned equipment to perform specific tasks.
- Be an active learner, understand the implications of new information for both current and future problem-solving and decision-making.
- Manage personnel resources through motivation and development, and assist department members with career development.
- Use judgment and decision making by considering the relative cost and benefit of potential actions, and choosing the most appropriate one.
- Utilize employee performance management processes to resolve issues at the lowest possible level, assist employees in career development, and address problems in a timely and effective manner.
- Keep up-to-date with technical and adaptive aspects of the job based on local, state, and industry changes; apply new knowledge and ongoing experience to improve department operations and services.
- Carry fair share of the daily work load; ensure workload equity among crew members, be pro-active and take corrective action on issues before being asked, and when appropriate.
- Maintain certifications applicable to the position.
- Demonstrate the City's shared values of Teamwork, Integrity, and Excellence, and in accordance with Richland's Fire & Emergency Services Expectation Document.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities, and meet deadlines.
- Operate a variety of modern office equipment and personal computers in a Windows-based computing environment, using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work; develop and maintain key relationships in and out of the department, network with other fire officers and stakeholders, locally and regionally.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

EDUCATION & EXPERIENCE REQUIREMENTS:

- Minimum of five (5) years of experience with Richland Fire & Emergency Services, and presently Lieutenant or top step Firefighter EMT.
- High School diploma or GED.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid driver's license.
- Certified to wear a respirator at SCBA level.
- Valid Washington State Emergency Medical Technician (EMT) or Advanced EMT (AEMT) certification upon hire and maintain throughout employment.
- IFSAC Fire Officer I certification upon application date and maintain throughout employment.
- IFSAC Fire Instructor I certification upon application date and maintain throughout employment.
- I-300 Intermediate ICS upon application date and maintain throughout employment.
- NFA Incident Safety Officer (or equivalent) or obtain within one (1) year of promotion.
- Valid Washington State Paramedic certification (Paramedic and EMS Program Officer options only).
- Certified Uniform Fire Code Inspector or higher qualification, or must be obtained within six (6) months of assignment date (Assistant Fire Marshal option only).

WORKING CONDITIONS:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment:

- Typically, work time is spent outside a building and exposed to extreme weather conditions.
- Work in an office setting at a computer and/or plan review desk for long periods of time (Assistant Fire Marshal option only).
- Perform work from aerial ladders, roofs, or other elevations over 12 feet from the ground.
- Perform work in confined spaces or cramped body positions (e.g. attics, cars, under houses, closets, and in total darkness.)
- Work on or around moving machinery or equipment, or in the vicinity of vehicles in motion (e.g. chain saws, fire and EMS apparatus, hydraulic tools, vent fans), including exposure to vibration when operating equipment.
- Frequently exposed to noise levels over 90 dba when operating equipment and working at emergency incidents.
- Exposed to the possibility of burn injuries caused by heat, fire, chemicals, or electricity.
- Radiation hazards may be encountered (isotopes in hospitals, laboratories) and in rare occasions exposure to non-ionizing radiation.
- Potential exposure to respiratory irritants, sensitizers, dust, noxious odors, toxic substances, and smoke.

- Occasional contact with un-insulated or unshielded electrical equipment.
- Exposure to infectious agents (such as Hepatitis, MRSA, HIV, AIDS, and other blood borne pathogens).
- Often exposed to high stress environments including life and death situations, acutely injured people, emotionally charged environments, competing daily priorities, and with frequent interruptions.
- Work may be performed in buildings and on job-sites that are unfamiliar and in various stages of construction.

Physical Demands:

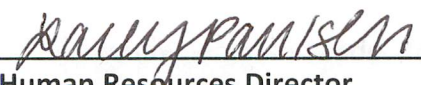
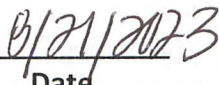
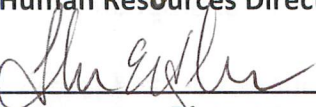
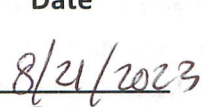
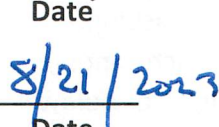
- Must be able to regularly and punctually attend work at the office or other assigned locations.
- Operate a motorized vehicle, which may include inclement weather conditions.
- Lift, carry, push, and pull materials and move equipment weighing up to 50 lbs. using proper lifting techniques.
- Move heavy objects and people, which may include morbidly obese patients who weigh in excess of 350 and up to 900 lbs., with the assistance of others, and using appropriate lifting techniques and equipment.
- Bend, stoop, squat, crawl, walk, use manual dexterity, fine manipulation skills, and forceful reaching and grasping.
- Ability to crouch, kneel, crawl, sit, climb stairs, run, twist, reach at chest height, above shoulder height, or below waist height, and use foot dexterity/control.
- Wear and work in Personal Protective Equipment (PPE) required for the job including: Self-Contained Breathing Apparatus (SCBA), helmets, safety shoes, glasses, hearing protection, heat resistant clothing (bunker gear), and other special protective clothing (wildland, tyvec, etc.).
- Walk through construction sites at all stages of completion, and negotiate uneven terrain.
- Ability to hear and speak to communicate in person, before a group, and over the telephone.
- Corrected vision to read print and a computer screen.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of 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 classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.

AUTHORIZATIONS: (For Archive)

	
Human Resources Director	Date
	
Department Director	Date
	
City Manager or Authorized Designee	Date