

**JOB DESCRIPTION  
FIRE CAPTAIN**

**Killaloe, Hagarty and Richards Fire Department**

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**GENERAL DESCRIPTION**

Reporting to the Deputy Fire Chief responsible for Fire Operations, plans, organizes, coordinates and directs the emergency and non-emergency activities of a fire suppression team; commands emergency response scenes; directs and performs a variety of staff support functions; plans, organizes, coordinates and directs fire inspection and prevention programs; develops training programs for all firefighter staff; maintains directly or indirectly, the assigned Fire Hall, the rolling stock assigned to that Fire Hall along with any supporting equipment, tools etc.; and performs or assigns related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the first-line supervisor responsible for overseeing and directing the department's day-to-day activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below 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 class;

Plans, coordinates and supervises activities of a fire suppression team during emergency response, training and administrative activities;

Commands single team responses to emergency fire, traffic accident, hazardous material, rescue or other situations and functions as the incident commander, responsible for situation assessment, tactic and strategy development and implementation, and the deployment of personnel and equipment; makes determinations regarding requests for additional personnel, equipment and resources; personally performs a wide variety of fire suppression tasks in emergency situations directly or under the direction of the Deputy Fire Chief;

Plans, schedules, assigns and participates in equipment and station maintenance, department drills and training, department fire inspections and other operational and administrative functions such as Officers Meetings;

Inspect firefighting equipment and apparatus in order to ensure appropriate equipment is available on a regular basis;

Inspect all assigned rolling stock on a regular basis;

Make recommendations on the replacement and/or repair of equipment;

Directs and participates in inspection activities for a variety of facilities and buildings to ensure compliance with laws, codes and regulations related to fire safety; plans, organizes, coordinates and directs the department's fire prevention and inspection programs and prepares or directs the preparation of a variety of studies and reports pertaining to the fire prevention and inspection programs and develops specific plans and activities to meet the department's overall goals and objectives; plans, develops and implements training programs designed to ensure the department's fire prevention and inspection goals are achieved; works closely with the public to



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explain or coordinate programs and to resolve fire inspection and/or prevention issues; and maintains records and reports on fire prevention and inspection activities;

Assists in overall department planning and administration;

Represents the department in meetings, conferences and public events;

Participates in planning, developing and implementing the department's public education and community outreach program;

Communicates and ensures understanding of the department's policies and procedures;

Completes special projects as assigned;

Participates in the development and implementation of departmental policies, procedures and standards;

Communicates with other communities to develop mutual aid activities;

Coordinates and participates in special research projects involving all aspects of the department's operations;

Prepares, reviews and analyses a variety of records and reports; prepares paper work for training, emergency response, performance evaluations, leave requests, purchase documents and budget requests; delegates special assignments to personnel; inspects records and maintenance logs; inspects department facilities to ensure proper safety practices; interprets department policies, procedures and safety practices and ensures understanding and compliance; prepares and maintains a wide variety of correspondence, records, files and reports related to the activities;

Orients volunteer firefighters; maintains discipline and develops documentation pertaining to employee performance; provides performance feedback and prepares performance reviews; facilitates the training and personal development of volunteer firefighters; maintains a high level of morale among firefighters;

Participates in the planning, development and implementation of department-wide training programs; oversees the training and development of personnel to meet the goals and objectives of individuals and the overall goals of the department; oversees the training and development of volunteers; participates in the selection and/or promotion process for volunteer staff.

Develops and implements systems, procedures, policies and standards for program evaluation;

Investigates and prepares reports on fires, traffic accidents and other responses;

Responds to and resolves citizens' fire prevention-related complaints;

Coordinates the activities of other municipalities and outside agencies to achieve KH&R's fire prevention goals and objectives;



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Review construction plans and specifications, as required, to ensure compliance with relevant laws, codes and regulations; and

Monitors developments relevant to the fire service and develops recommendations to enhance the department's overall effectiveness and performance.

**PHYSICAL, MENTAL AND SENSORY DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:**

The Fire Captain may be involved in physically draining and exhausting activities which include taking command of a fire scene, participating in emergency response situations and being involved in physically dangerous situations. The Fire Captain will have to carry heavy firefighting equipment while climbing ladders and going through buildings. The Fire Captain will regularly be exposed to water in extreme weather conditions and have to deal with resulting ice build-up in winter months and may also be exposed to hazardous materials.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl, walk, sit and talk or hear.

The employee must regularly lift and or move equipment and/or persons weighing up to 75 pounds.

Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

**Mental Demands:**

While performing the assigned duties, Fire Captains are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with municipal staff, other organizations and the public. Very high levels of mental and emotional stress will be caused by the requirement to fight fires in an effective manner, the requirement to maintain absolute control in dangerous and hectic situations and by the possibility of loss of life, injury and property.

**Sensory Demands:**

The Fire Captain will be exposed to smoke and fire that will adversely affect each of the senses including smell, touch, taste, hearing and sight and will require extreme levels of concentration during a firefighting situation.



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**DESIRED MINIMUM QUALIFICATIONS**

**KNOWLEDGE, SKILLS AND CURRENT ABILITIES**

**Knowledge:**

The incumbent must have proficient knowledge in the following areas:

1. Command and control techniques;
2. Principles, techniques, strategy, materials and equipment used in fire suppression, firefighting techniques and methods, investigation and prevention, investigation and evidence gathering techniques, rescues and related emergency responses;
3. Principles and practices of effective employee supervision, including selection, training techniques and methods, firefighting public education and awareness and work evaluation;
4. Methods and practices of providing emergency response techniques, hazardous material and chemical spill response, and applicable federal/provincial laws, codes, ordinances and regulations, safety practices and precautions pertaining to the work;
5. Administrative practices, including planning budget needs, monitoring expenditures, and purchase and requisition processes.

**Skills:**

The incumbent must demonstrate the following skills:

1. Leadership skills including the ability to take full command at the scene of a fire;
2. Analytical and problem solving skills;
3. Decision making skills;
4. Negotiations skills;
5. Effective verbal, oral and written communication skills;
6. Ability to deal effectively with people in difficult situations;
7. Effective public relations and public speaking skills;
8. Research and program development skills; and
9. Time and stress management skills



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**Current Ability to:**

1. Plan, organize, schedule, assign and review the work of others;
2. Analyze emergency response and operational problems, develop sound alternatives, and make effective recommendations and decisions under emergency circumstances;
3. Develop and conduct classroom and practical training courses and programs;
4. Render emergency medical care at the basic life support level (CPR – First Aid);
5. Establish and maintain effective working relationships with those encountered in the course of the work;
6. Maintain accurate records and prepare clear and concise reports and other written materials.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above other than graduation from a two-year college with major course work in fire science is to have a number of years of demonstrated experience as a firefighter.

**Licenses, Certificates, and Special Requirements:**

1. A valid Ontario DZ driver's license;
2. Cardiopulmonary Resuscitation certification (CPR); and
3. First Aid Certificate.

**NOTE:** Should the successful candidate not have any or all of the above-required requisites, then s/he must agree to obtain any missing requisites within six months of being appointed or agree to be removed from the position.

**Personal Attributes:**

The incumbent must demonstrate the following personal attributes:

1. Maintain standards of conduct;
2. Be respectful;
3. Possess cultural awareness and sensitivity;
4. Be flexible;
5. Demonstrate sound work ethics; and
6. Be consistent and fair.

