

West Klickitat Regional Fire Authority

Job Description

Position: Fire Captain

Reports to: Deputy Fire Chief / Fire Chief

General Description:

The Fire Captain supervises Fire and EMS personnel and has responsibility for their safety. Duties include: assigning, directing, and supervising firefighting, medical emergencies, and related life and property protection; implementing and/or integrating into an incident management system; making decisions regarding firefighting methods to be used; deploying and managing personnel; ensuring the safe operation of fire equipment and apparatus; and assisting Fire Community Services with, and participating in, public education, community relations, and fire prevention programs and activities. The captain is assigned to specific program management functions and is responsible for performing related duties. Performs all functions of WKRFA's Levels of Service.

Fire Captains are responsible for prioritizing, scheduling, and completing tasks associated with non-emergency response activities such as pre-fire planning, fire and life safety education, and station-based training activities. Employees are required to supervise and participate in the care and maintenance of fire station, apparatus, equipment, and grounds. A Fire Captain must also be skilled in and capable of performing firefighting duties and perform these duties as necessary. Work at fire scenes and other emergencies may involve strenuous physical exertion, often under adverse climatic conditions. In these situations, the employee is exposed and subjected to dangers and hazards that could result in severe injuries.

Individuals assigned to this position are expected to apply thorough knowledge of the Washington Administrative Code (WAC 296-305), National Fire Protection Association 1500, and Occupational Training and Health Administration (OSHA), HIPPA regulations, and specific agency policy in areas where they provide guidance. Understand and apply modern management methods to a variety of work situations. Individuals are expected to develop and maintain accurate records of activities and to direct activities of the district in the absence of the Fire Chief.

This position may be assigned to training and may serve as the primary training instructor. Responsible for training records retention for all participating agencies and their members. Responsible for compliance with the Uniform Disciplinary Act of 1990, HIPPA and specific agency policy.

Residency:

Primary domicile one hour under normal driving conditions is required.

SUPERVISION EXERCISED

- Supervises, coaches and mentors volunteer firefighters, EMT's and other personnel as needed. Position is expected to perform duties consistent with captain-level responsibilities and acting officer when assigned.
- Mentors volunteer officers if necessary.
- Supervises personnel in the field as necessary. This could include members from all ranks from mutual aid agencies.
- Apply corrective work action principles, and has authority to discipline subordinates up to the oral admonishment level followed by complete documentation submitted to admin.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Carries out duties that support the Mission and Values of West Klickitat Regional Fire Authority.
- Communicates with management, peers, subordinates, and other WKRFA employees to assign and coordinate emergency scene tasks, evaluate performance, and establish and maintain effective working relationships.
- Performs same physical activities as firefighters.
- Prioritizes, assigns, and directs personnel during emergency scene operations under stressful conditions.
- Plans and implements Fire and EMS training programs in order to carry out the policies and goals of the WKRFA.
- Maintains accurate, up to date, training records for all personnel.
- Carries out duties in conformance with Federal, State, County and City laws and local ordinances.
- Collaborate with all staff to develop a yearly training schedule. The schedule must be published prior to September 30th of each year.
- Submit yearly budget requests to the Fire Chief of projected costs for assigned Programs.
- Directs and participates in major departmental training programs as the lead instructor, unit instructor or facilitator.
- Determines methods of fire suppression; supervises laying of hose lines, directing of hose streams, placement of ladders, ventilation, rescue and salvage operations.
- Assists with Public Education and Fire Prevention activities as needed.
- Supports the activities of the Health and Safety Officer and Safety Committee as needed.
- In the absence of the chief and deputy chief, assumes applicable functions of the position.
- Provides backfill officer coverage to the fire chief as required.
- Works with, and supports, administrative staff.

PERIPHERAL DUTIES

- Prepares and delivers presentations to community members, local officials and other groups as needed.
- Attend conferences and meetings as necessary.
- Works closely with neighboring departments to share resources, costs and training opportunities.

Minimum Qualifications

- 18 years of age
- No felony convictions or disqualifying criminal history within the past seven years
- High School diploma or GED. Associates degree in Fire Science or Fire Technology is preferred.
- Five (5) years' prior work experience as a paid or volunteer firefighter, including two (2) years of supervisory duties which must be equivalent to Fire Captain or higher in a similar or larger organization.
- Valid Washington State driver's license
- EMT certification
- IFSAC or NFPA credentials up to Fire Officer 1 (preferred)
- IFSAC or NFPA Fire Instructor 1
- NIMS ICS 100, 200, 700, 800
- EVIP qualified
- NWCG Firefighter 1

Desired qualifications:

- EVIP Instructor
- IFSAC/NFPA Fire Officer II
- NIMS 300, 400
- NWCG L180, 280
- NWCG Strike Team Leader trainee.

Necessary Knowledge, Skills and Abilities:

- Familiar with, and enforces, administrative policies
- Strong written and verbal communication skills
- Ability to train and supervise personnel.
- Ability to perform work requiring good physical condition;
- Ability to exercise sound judgment in evaluating situations and in making decisions
- Ability to effectively give and receive verbal and written instructions;
- Ability to establish and maintain effective working relationships with other employees, supervisors and the public.
- Ability to: recognize life safety hazards;

TOOLS AND EQUIPMENT USED

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone, video camera, digital camera, overhead projectors and other media equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to

enable individuals with disabilities to perform the essential functions.

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

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in offices, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during the day and night. Work is often performed in emergencies and stressful situations. Individuals are exposed to audible alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and can be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

Noise exposures range from quiet office environment to loud noises sustained well over 100 db.

Work is performed while wearing personal protective equipment such as firefighter turnouts and respiratory protective equipment which can cause physical stress at times, severe.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; drug screening; final selection and pre-employment medical and psychological examination.

NOTE: Appointees will be subject to completion of a standard one-year probationary period. The employee will be evaluated after six (6) months of service, one year of service and annually thereafter.

The examples of duties noted herein are intended only as illustrations of the various types of work 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 captain is currently non-represented by labor organization and is filled with a written contract subject to FLSA rules.

Approved by the Governing Board February 20, 2025- following legal review.