



## UINTAH CITY FIRE DEPARTMENT POSITION DESCRIPTION

<b>Job title</b>	<b><i>Volunteer Fire Captain</i></b>
<b>Reports to</b>	<b><i>Deputy Chief</i></b>

### **GENERAL PURPOSE**

Supervises and performs fire suppression, emergency aid, hazardous materials, and fire prevention duties.

### **SUPERVISION RECEIVED**

Works under the General Supervision of the Assistant Fire Chief

### **SUPERVISION EXERCISED**

Supervises Volunteer Officers and Volunteer Firefighter / Emergency Medical Technicians and other subordinate volunteer positions as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supervises Volunteer Firefighters in their assigned duties as directed
- Determines methods of fire suppression; supervises laying of hose lines, directing water streams, pressures of streams, placing of ladders, and ventilation of buildings, rescuing of persons, and placing of salvage covers.
- Supervises maintenance of department equipment, supplies and facilities.
- Instructs and drills firefighters in use of tools, raising ladders, suppression activities, rescue and salvage work, and other areas as assigned.
- Monitors and observes departmental activities to ensure that conduct and performance conform to department standards. Provides disciplinary recommendations to the Assistant Chief. Provides award recommendations to the Assistant Chief.
- Carries out duties in conformance with Federal, State, County and City Laws and ordinances, as well as Department Standard Operating Guidelines
- Responds to alarms received and directs routes to be taken; directs work of fire personnel pending arrival of a superior officer; supervises the laying of hose lines, placing of ladders, direction of water stream, ventilation of buildings, rescuing persons, fire suppression activities, hazardous material response activities, First Responder Emergency Medical Response Activities, placement of salvage covers, and other duties as assigned.
- Responds to alarms received as needed; assumes command of the scene in the absence of superior officers.
- Participates in the operation of departmental training activities.

## **PERIPHERAL DUTIES**

- Performs duties of subordinate personnel as needed.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the Uintah Fire Department in a variety of local, county, state and other meetings.
- Coordinates activities with other supervisors or other City Departments and exchanges information with officers in other fire departments.
- Maintains contact with general public, department officers and other city officials in the performance of fire department activities.
- Prepares a variety of reports and records including personnel, training, and inventory records and requisitions.

## **DESIRED MINIMUM QUALIFICATIONS**

### ***Education and Experience***

- A. Graduation from High School or GED equivalent. Specialized training in fire department administration desired but not required.
- B. Previous experience as a volunteer firefighter, including certification as a Firefighter and/or Emergency Medical Technician desired but not required.

### ***Necessary Knowledge, Skills and Abilities***

- A. Knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; knowledge of first aid and resuscitation techniques and their application; knowledge of applicable laws, ordinances, and department standard operating guidelines;
- B. Skill in the operation of department tools, equipment and apparatus.
- C. Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; 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; and ability to meet the special requirements listed below

## **SPECIAL REQUIREMENTS**

- A. Must be eighteen (18) years of age or older at time of appointment;
- B. Must possess, or be able to obtain by time of hire, a valid Utah Driver's License without record of suspension or revocation in any state;
- C. No felony convictions or disqualifying criminal histories within the past seven (7) years;
- D. Ability to read, write, and speak the English Language; and
- E. Ability to meet Uintah Fire Department physical standards.
- F. Must reside within 6 minutes of UFD Station 91.

## **TOOLS AND EQUIPMENT USED**

Emergency medical aid equipment, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, radio, pager, personal computer, telephone.

## **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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is frequently required to sit; talk or hear; stand; walk; use hand to finger, handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally 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, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

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

Work is performed in office, vehicle, indoor and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing 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 is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

The noise level in the work environment is usually quiet in the office setting, and loud at an emergency scene.

## SELECTION GUIDELINES

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility test; drug screening; final selection.

**NOTE: Appointees will be subject to completion of a standard probationary period.**

## GENERAL INFORMATION

The examples of duties 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 job description does not constitute an employment agreement between the Uintah Fire Department and the volunteer, and is subject to change by the Uintah Fire Department as the needs of the Department and requirements of the job change.

<b>Approved by:</b>	     <hr/> William Pope, Fire Chief Uintah City Fire Department
<b>Date approved:</b>	<i>January 20, 2014</i>
<b>Reviewed:</b>	<i>January 20, 2014</i>