

NORTH WHATCOM FIRE AND RESCUE

JOB DESCRIPTION

Title: Shift Captain**Effective Date:** June 15, 2023**Division:** Operations**Pages:** 1 - 5**FLSA Class:** Non-Exempt**Wage Range:** \$9,684 - \$9,684 (per month)**Approved By:** Board of Commissioners

JOB DESCRIPTION SUMMARY

The Shift Captain is a Union represented, full paid position and identified as the supervisor of a shift which consists of personnel staffing additional stations. The Shift Captain supervises and coordinates the operations of their specific shift personnel to include other Lieutenants assigned to their specific shift, assigned station personnel, and apparatus at emergency scenes and during other non-emergency activities. In general, the Shift Captain is responsible for all personnel, apparatus, equipment, facilities, and activities associated with their assigned shift.

The Shift Captain is responsible to and reports directly to the Division Chief of Operations.

ESSENTIAL FUNCTIONS

Essential functions will vary according to the work environment and may include, but are not limited to, the following:

Supervise all subordinate personnel assigned to that specific shift.

Respond to emergency and non-emergency incidents as the apparatus officer. Formulate plans for incident mitigation, work in assigned positions of the Incident Command System, and ensure complete documentation and proper reporting.

Responsible for the operational readiness of all personnel assigned to that specific shift. Coordinate shift activities, ensure training proficiency, and conduct performance evaluations of assigned shift personnel.

Responsible for the operational readiness of all assigned apparatus and equipment. Ensuring period inspections, maintenance, and inventories are maintained.

Conduct monthly inspections within the assigned area(s) of responsibility.

Make recommendations to the Division Chief of Operations for operational changes to ensure compliance with pertinent safety regulations.

Provide recommendations for personnel, training, Fire District apparatus, equipment, facilities, policies, guidelines, and other operational items when requested.

Interact with the public to respond to questions, complaints, requests for public service, and other Fire District matters as necessary.

Perform all other duties and responsibilities as assigned by the District Fire Chief.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Knowledge of modern fire suppression and emergency medical care principles, procedures, techniques, and equipment, and have skill in the operation of tools and equipment.

Knowledge of applicable laws, administrative codes, and Fire District policies and procedures.

Knowledge and skills to conduct technical and manipulative training of job functions to groups of firefighters with varying levels of knowledge and experience.

Knowledge of Fire District occupancies, ability to recognize potential hazards, and skill to develop comprehensive, understandable pre-fire plans that make firefighters aware of all critical information.

Knowledge of safety regulations and practices applicable to the Fire District, including those for firefighting, emergency medical care, rescue, and hazardous materials incident mitigation at the operations level.

Knowledge and skills to effectively maintain a fire station, grounds, apparatus, and equipment in a condition that ensures maximum operational readiness.

Skills in:

Skills to utilize all Fire District fire suppression, emergency medical care, rescue, and hazardous materials apparatus and equipment safely and effectively.

Skilled in the operation of tools and equipment consistent with the administrative operation of a fire department.

Skilled in personnel management commensurate with the skills for mid-level managers who supervise subordinates.

Ability to:

Ability to prioritize tasks and coordinate resources (personnel and time) to accomplish objectives, whether at an emergency scene or during normal routine day-to-day operations and functions.

Ability to perform the work required necessitating good physical condition.

Ability to exercise sound judgment in evaluating situations and then independently make appropriate decisions under pressure that require the application of skills, knowledge, and ability along with previous experience.

Ability to establish and maintain effective working relationships with other employees, volunteers, supervisors, and the public.

Ability to effectively communicate both verbally and in writing with people at all levels of knowledge and competency.

Ability to give and receive written instructions and communications.

Ability to record data and analyze information to produce meaningful reports.

Ability to objectively evaluate subordinate performance, counsel to develop strategies for improving performance, and maintain positive supervisor-subordinate relationships.

Ability to accept challenging or unusual assignments and the associated skill(s) to apply education and experience to complete assignment objectives.

Ability to effectively work with the public when managing emergencies and the ability to respond to inquiries, complaints, and requests for public service.

SUPERVISORY RESPONSIBILITIES

This position has supervisory responsibilities.

EDUCATION/EXPERIENCE

Required: Must be a graduate from an accredited high school or have a GED equivalency and have acquired additional specialized training in fire department operations and administration.

Additional Leadership training required for all company-level officers.

Must have eight (8) years prior work as a career firefighter, of which four (4) years are in the position of a Shift Lieutenant with the Fire District.

Must meet all requirements listed in the NWFR Lieutenant's Job Description.

CERTIFICATES AND LICENSES

- Valid WA State Driver's License
- Valid WA State Emergency Medical Technician License (w/airway endorsement)
- IFSAC Fire Officer 1 & 2 **
- IFSAC Instructor 1
- NFA Incident Safety Officer
- Company Level Strategy & Tactics

***Successful completion of the previously offered NWFR or BFD Officer Academy will be accepted as equivalent training.*

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 this job, the Shift Captain is frequently required to walk, stand, use their hands and fingers to operate objects, tools, or controls, and to reach with arms and hands. Occasionally required to sit, climb, or balance, stoop, kneel, crouch, or crawl. Must be able to speak, hear, see, taste, and smell.

Capable of frequently lifting and/or moving up to 25 pounds and occasionally lifting or moving up to 175 pounds. Specific vision abilities required by the job include close vision, depth perception, and the ability to adjust focus. Corrected vision is permitted.

This position may require the employee to perform strenuous work for extended periods of time while performing some or all the following:

- Wear a respirator (SCBA)
- Wear and/or carry over 50 lbs. of protective clothing/equipment.
- Work in an overheated, extreme cold or wet environment.
- Work under adverse or stressful conditions

WORK ENVIRONMENT

Work is performed primarily in an office, in vehicles, and/or in outdoor settings in all weather conditions, including temperature extremes, wet and or humid conditions, during daytime and at night.

Work is often performed in emergency and stressful situations. Exposure to hearing audible alarms, and hazards associated with fighting fires, and rendering emergency medical assistance, and hazards associated with fighting fires to include but not limited to; smoke, noxious odors, fumes, chemicals, solvents, oils, and airborne particulate can occur.

Requires employees to respond and actively participate in fire suppression activities, including climbing, lifting heavy objects, pulling, stooping, and bending.

The job involves strenuous physical exertion and endurance.

On occasion, works near moving mechanical parts, vibrations, in high, precarious places, with the potential risk of electrical shock and is occasionally exposed to wet and or humid conditions, extremes in temperatures, fumes, or airborne particulate, toxic or caustic chemicals, the risk of electrical shock and vibrations.

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

The duties and responsibilities, physical requirements, and work environment outlined herein are intended only as illustration of the various types of work that may be performed and the various working conditions that may prevail.

The omission of specific statements of duties or working conditions does not exclude them from this position if the work is similar, related, or a logical assignment for the position.

SPECIAL REQUIREMENTS

- Employee must be insurable under the district's existing vehicle and umbrella liability insurance carrier.

Approve



Chairman, Board of Fire Commissioners
North Whatcom Fire & Rescue

Date:

6-15-2023

