



ESTES VALLEY FIRE PROTECTION DISTRICT
PREVENT PREPARE PERFORM

CAREER CAPTAIN JOB DESCRIPTION (1 OF 4)

GENERAL STATEMENT OF DUTIES:

The Captain researches, plans, and implements basic and advanced technical training programs including: firefighting tactics and strategies, hazardous materials, and EMS. Ensures adherence to safe practices on the fire ground and other emergency incidents. Performs firefighting and EMS life support procedures in accordance with all state protocols, employee policies and standard operating procedures/guidelines. Responsible for all training records for all fire department, hazardous materials, and EMS training. Responds to fires, rescues, medical calls, and hazardous materials incidents and may assume command or operate in a subordinate tactical assignment. The Captain shall remain a member in good standing according to department policies and shall conduct themselves in a way to set an example of what is desired as a member of the Estes Valley Fire Protection District.

SUPERVISION RECEIVED:

This position works under the guidance and direction of the Fire Chief.

SUPERVISION EXERCISED:

This position exercises supervision of all subordinate officers and firefighters via the chain of command. The Captain shall conduct and/or oversee formal and informal job performance appraisals for all firefighters and fire officers as directed by their supervisor and provide documentation and feedback to the subordinate and communicate such to the chief(s). The Captain will handle grievances, disciplinary issues, and conduct of assigned personnel through the chain of command.

FLSA:

- This is an exempt employee position

RESIDENCY:

- Must live within primary response area of the Estes Valley Fire Protection District

Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services

901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923



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CAREER CAPTAIN JOB DESCRIPTION (2 OF 4)

MINIMUM REQUIRED JOB SKILLS AND CERTIFICATIONS:

- Minimum of 10 years of progressive fire service
- Minimum of 3 years of supervisory experience
- Firefighter II
- National Registry EMT-B
- Hazardous Materials Operations
- NIMS 100/200/700/800
- CPR/AED
- Instructor I
- Valid Driver's license
- Associates degree in Fire Science or equivalent combination of education and experience

JOB SKILLS AND CERTIFICATIONS TO BE OBTAINED WITHIN 6 MONTHS:

- Colorado DFPC Proctor
- Colorado EMT-B
- Colorado IV Qualification
- Colorado DFPC Hazardous Materials Operations
- CPR/AED Instructor Certification
- NWCG FF Type 2 Red Card
- Department released engineer (Type 1, Type 3, Type 6)
- Familiarization with the district and special concerns or hazards within the district

ADDITIONAL DESIRED JOB SKILLS AND CERTIFICATIONS:

- Fire Officer I
- Swiftwater I, II, Trainer
- Ice Rescue
- NWCG Single Resource / ICT4

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CAREER CAPTAIN JOB DESCRIPTION (3 OF 4)

ESSENTIAL FUNCTIONS OF THE JOB:

The following are essential functions for the job. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

Training

- Schedule, coordinate, and deliver annual Firefighter I/II academy
- Schedule, coordinate, and deliver weekly department training
- Schedule, coordinate, and deliver additional certification training to members of the Estes Valley
- Helps members to accomplish JPR's to maintain certifications
- Ensures adherences to safe practices on the training ground and emergency scenes
- Confirm that all department members meet and maintain minimum training standards for their positions and level of certifications
- Monitor all firefighter certifications and renewal dates with the Colorado DFPC
- Maintain proficiency and stay current as a Fire/EMS instructor
- Work with other local training officers and college administrators to develop training programs to provide basic and continuing education for department members

Administrative

- Excellent communication skills
- Must be able to follow verbal and written instructions in English
- Able to utilize basic office tools, i.e. computers, copier, fax, etc.
- Write incident reports and narratives
- Use of industry specific software (Lexipol, TargetSolutions, Emergency Reporting, etc)
- Positively represent the department to the public
- Documentation of training records with submittal to appropriate state and federal agencies
- Prepare and manage the training budget
- Demonstrate skills in organizational management, lesson planning, and instructional techniques for firefighters, personnel management, budget management, and effective leadership

General

- Assists the Assistant Chief in performing the duties and responsibilities of the Chief in his absence
- All responsibilities of Firefighter II including but not limited to: firefighting, HazMat, rescues, and basic life support procedures in accordance with all state and national protocols, employee policies, and standard operating guidelines or procedures
- Knowledge of and ability to work under the National Incident Command System (NIMS)
- Participates in and helps with community activities such as fire prevention week, safety fairs, public education, etc.
- Performs the task of duty officer on assigned weeknights and weekends as needed
- Responsible for the use and maintenance of all fire department equipment, facilities, and personal protective equipment
- Ability to assume high levels of responsibility within the department
- Performs all other duties as assigned

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CAREER CAPTAIN JOB DESCRIPTION (4 OF 4)

COMPETENCIES

1. Ethical Conduct.
2. Stress Management/Composure.
3. Problem Solving/Analysis.
4. Communication Proficiency.
5. Strategic Thinking.
6. Teamwork Orientation.
7. Diversity and Inclusion.
8. Technical Capacity.

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works in outside 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, in high, precarious places and is occasionally exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. It is reasonably anticipated that the individual will be exposed to blood-borne pathogens and other infectious materials in the course of duties.

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.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, climb, balance, stoop, kneel, crouch, crawl, smell, push, and pull, use hands and fingers to feel, handle, or operate objects, tools or controls, and reach with hands and arms. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 150 pounds.