

FIRE CAPTAIN

DEFINITION: Under general direction, performs supervisory and technical work of moderate difficulty in overseeing a district office engaged in fire suppression, fire prevention fire and rescue activities; performs skilled firefighting and emergency service work; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, organizes and directs fire and rescue operations at assigned district; commands fire and rescue services as Officer-in-Charge as necessary during major events or emergencies; prepares and supervises the preparation of necessary reports; evaluates reports of assigned personnel; prepares, recommends and administers operation and capital improvement budgets.

Establishes and maintains positive relationships with the community; participates in various community activities, i.e. conduct fire safety presentations to local schools and organizations and conduct station tours; enforces rules and regulations; makes recommendations to resolve employee complaints; supervises the administrative functions of assigned district; ensures operation and maintenance of fire equipment, apparatus and station facilities.

Conducts fire prevention inspections, fire equipment, pre-fire planning surveys and develops fire ground methodology; responds to fire alarms, emergency medical calls and plans emergency routes; conducts preliminary fire investigations to determine cause and point of origin; provides initial on-site examination of victim(s); establishes emergency care procedures and transports to medical facility for treatment; provides technical assistance and guidance to personnel handling, transporting, and storing hazardous materials.

Trains employees in firefighting and emergency medical service techniques; provides directions to emergency response personnel in an emergency situation; takes charge of emergency handling procedures at hazardous material accident scene; performs firefighter duties; adapts existing training programs or develops new ones to fit specific needs of organizations handling hazardous materials; maintains journal of all department activities; assumes administrative duties in the absence of the Fire Chief.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of the principles and practices of modern fire protection and prevention.

Knowledge of rural firefighting techniques and equipment.

Knowledge of investigating techniques.

Knowledge of causes and characteristics of fires.

Knowledge of fire hazards and corrective measures.

Knowledge of incendiary methods and materials.

Knowledge of Life Safety Code NFPA (101) and all other applicable codes.

Knowledge of building construction methods and materials.

Knowledge of the principles and practices of emergency medical care.

Knowledge of the principles and practices of maintenance and preparation of emergency care equipment and supplies.

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Knowledge of Occupational Safety and Health Act (OSHA) and U.S. Environmental Protection Agency (EPA) regulations and their applications to emergency procedures, storing, handling and transporting of hazardous materials.

Knowledge of the Navajo culture and language.

Skill in directing the performance of fire suppression, rescue and prevention activities.

Skill in reading, interpreting and applying laws, ordinances, building plans and other related technical documents.

Skill in analyzing information and developing supported conclusions.

Skill in developing and maintaining effective working relationships.

Skill in exercising good judgement in evaluating situations and making decisions.

Skill in directing the operations of staff and equipment under emergency conditions.

Skill in the use and general care of pertinent equipment and facilities.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves maintenance of physical capabilities to be able to perform the functions of the job without excessive physical strain.

MINIMUM QUALIFICATIONS: A high school diploma or GED; and a Certificate of Applied Science in Fire Science or 24 or more college credits in Fire Science; and four (4) years work experience as a supervisor in a fire and rescue department or as a Senior Fire Fighter; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

SPECIAL REQUIREMENTS: Must possess a Fire Officer I Certificate, a Fire Leadership Level I Certificate, a valid state driver's license, a Fire Fighter I and II Certificate; and pass a physical agility test as stated in the National Fire Protection Standard Form 1001. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit, a Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer Certificate, an EMT-Basic or First Responder Certificate and Hazardous Material Operational Level Certificate.

Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.