

POSITION DESCRIPTION – CAPTAIN – CAREER/VOLUNTEER

General Purpose:

Performs a variety of administrative, supervisory, and technical work in fire suppression, emergency medical services, hazardous materials, fire prevention, and public education activities.

Supervision Received:

Works under the general supervision of an Assistant Chief.

Supervision Exercised:

Supervises operational personnel, as assigned.

Essential Duties and Responsibilities:

- A. Ensures that all assigned personnel, apparatus, and equipment are ready for duty.
- B. Ensures that all assigned personnel carry out their duties in a safe and timely manner.
- C. Supervises assigned operational personnel in their duties, as directed.
- D. Determines methods of fire suppression, extrication, and rescue.
- E. Coordinates and manages all types of emergency scene operations using established Incident Management System (IMS) procedures.
- F. Supervises and participates in laying of hose lines, directing of water streams, pressures of streams, placing of ladders, ventilation of buildings, rescuing of persons, placing of salvage covers, emergency medical services operations, hazardous materials operations, and all other emergency operations.
- G. Supervises and participates in maintenance of district equipment, supplies, and facilities.
- H. Instructs and drills firefighters in duties, use of tools, raising of ladders, and rescue and salvage work.
- I. Monitors, observes, and participates in district activities to ensure that assigned personnel's conduct and performance conform to district standards, policies, and guidelines.
- J. Carries out duties in conformance with district policy.
- K. Using and understanding district map book, responds to alarms received and directs routes to be taken.
- L. Directs work of all personnel at an emergency scene until relieved by superior officer.
- M. Assumes Incident Command in the absence of superior officers.

- N. Fairly evaluates performance of assigned personnel.
- O. Supervises and participates in the operation of district in-service training activities.
- P. Presents programs to the community/district on safety, medical, and fire prevention/suppression topics.
- Q. Participates in the inspection of buildings, pre-fire planning, hydrants, and other structures in fire prevention and/or community education programs.
- R. Accurately prepares a variety of reports and records including, but not limited to, supply requisitions, incident reports, training reports, etc.
- S. Maintains positive working relationships with the public and district members.

Peripheral Duties:

- A. When qualified, performs the duties of subordinate personnel, as needed.
- B. Maintains knowledge and competency of current trends in the field.
- C. Serves as a member of various district committees, as assigned.
- D. Represents the district in a variety of local, county, state, and other meetings, as assigned.
- E. Coordinates activities with other supervisors and exchanges information with other officers.
- F. Maintains contact with the public and district officers in the performance of district activities.
- G. Assumes duties of Assistant Chief, as assigned.

Minimum Qualifications:

- A. High school graduate or GED equivalent.
- B. Possess a valid driver's license.
- C. Kentucky Certified Career Firefighter (Career).
- D. Kentucky Certified Volunteer Firefighter (Volunteer).
- E. Kentucky Certified Emergency Medical Technician (Career).
- F. Continuous employment/membership with the district for five years.
- G. Boone County SAED Certified (Career).
- H. Kentucky Certified Fire Prevention Inspector (Career/Volunteer).
- I. Kentucky Certified Level I Fire Instructor (Career/Volunteer).

Minimum Requirements:

- A. Must live within a 25-mile straight-line radius of the Burlington Fire Protection District headquarters station (Career).
- B. Must live in the district or within one mile of the district boundaries (Volunteer).
- C. Must be a citizen of the United States of America.
- D. Minimum age requirement is 18 years of age.
- E. Must be able to speak, read, and write the English language.

Training/Incident Response Requirements:

- A. Career employees must maintain the State requirement of 100 hours per year for Career Firefighter Certification and State Incentive Pay.
- B. Career employees must maintain Kentucky State EMT-B Certification, in accordance with Kentucky State EMS Regulations.
- C. Career employees must maintain Boone County SAED certification as required by the district.
- D. Volunteer members must obtain 50 hours of training per year (12.5 hours per quarter) and respond to 15% of the emergency incidents in a given quarter.

Selection Guidelines:

Must currently serve at the rank of Lieutenant to be eligible. Review of education and experience; written examination and/or assessment center; oral board; background/driver's license verification and check; offer of employment/membership.

Tools and Equipment Used:

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

Physical Demands:

The physical demands described here are representative of those that must be met by any member 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 member is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, controls; and reach with hands and arms. The member is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The member must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 175 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in office, vehicle,

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 sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils. The member 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, radiation, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.