



## Middleton Fire District JOB DESCRIPTION

**Job Title:** Shift Captain  
**Reports to:** Fire Chief

**Date Last Revised:** 06/2016

**Job Summary:** The Shift Captain directs, manages, supervises, plans for, and coordinates the activities and operations of a shift within the Fire District. The Shift Captain has a responsibility to ensure that shifts are staffed properly and that the staff is supervised and managed consistently within the confines of policy and applicable labor agreements. Shift Captains respond to emergencies, and has primary responsibility for incident supervision of on-scene personnel as well as command, control, and operational decision making during the incident until incident is upgraded with support staff. This position reports directly to the Fire Chief, but the individual must take initiative and exercise independent judgment. In the absence of the Fire Chief the Fire Captain may have to assume the responsibility for duties of the Fire Chief. This position is included in the collective bargaining agreement.

### **Essential Duties & Responsibilities:**

#### **Leadership and Management**

- Provides effective leadership, mentorship, and supervision to subordinate field personnel, including interpretations and direction of fire department, city, and other applicable policies, SOG's / EOG's, and rules to ensure compliance and consistency;
- Makes periodic inspections of company personnel, quarters, equipment and records.
- Participates in the process of evaluating and/or disciplining Fire Department personnel;
- Evaluates operational needs of fire station and makes daily decisions accordingly;
- Conducts annual and periodic reviews of subordinate personnel to ensure District standards are met; works with subordinate personnel to develop a career development pathway;
- Manages specific Department programs or projects as assigned by Fire Chief;
- Assists with the planning, development, of a budget requests within their defined area of responsibility;
- Determines and schedules daily shift assignments and ensures that constant manning requirements are met;
- Works directly with the Fire Chief to plan, develop, and direct the implementation of goals, objectives, policies, procedures, and work standards for the Fire District;
- Report on all work related injury/illness requiring medical care or treatment; ensures proper and accurate documentation for all work related injury or illness regardless of severity;
- Establishes and maintains an effective working relationship with the Fire District Administration, local government agencies, area businesses, civic and community organizations, and the general public;
- Identifies and works to mitigate potential hazards that members may encounter in the course of their duties;
- Provides interpersonal conflict resolution to employees as needed;
- Adapts to changes in how business is conducted and work is accomplished in a positive and timely manner;
- Establishes and maintains effective working relationships with shift personnel, including monitoring general levels of job satisfaction, identifying potential or existing problems, and taking the appropriate corrective measures;
- Ensures that resources are positioned strategically to meet response needs;
- Maintains an effective and respectful work environment;



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- Facilitates and coordinates efficient communications between dispatch, police, paramedics, and other related emergency response personnel;
- Communicates with Fire District Personnel in efforts to motivate and encourage teamwork in accomplishing department objectives;
- Independently investigates problems concerning procedural and/or operational incidences; communicates with the Fire Chief when appropriate;
- Communicates with others to maximize the effectiveness and efficiency of interdepartmental operations;
- Responds to citizen's questions and comments in a courteous and timely manner.
- Completes all necessary reports, correspondence, and documentation as required in the performance of assigned duties.

### **Incident Response**

- Plans, organizes, directs and reviews daily activities at the fire station on an assigned shift; Confers with Fire Chief to make necessary changes that ensures operational effectiveness;
- Responds to all emergency and non-emergency calls, develops strategies and commands tactical operations and provides safety oversight at the scene as required;
- Ensures all emergency response activities are conducted in a manner consistent with prescribed policies and guidelines and in a safe manner;
- Participates in training sessions as appropriate;

### **Other Duties & Responsibilities:**

- Performs other duties as assigned or needed.

### **Essential Qualifications (requirements):**

- High School Diploma or GED Equivalency;
- Idaho Emergency Medical Technician (EMT) Certification;
- Any combination of education and experience which provides the required knowledge, skills and abilities necessary to perform the work;
- 2 years of related experience at an Engineer;
- Completion of the Officer Development Program or NFPA Fire Officer 1 certification and NFPA Fire Service Instructor 1 certification.
- ICS 400 certification

### **Knowledge of (in no particular order):**

- Duties and knowledge required of a Firefighter, EMT, Apparatus Driver/Operator and Company Officer.
- Fire Training programs and practices;
- Administrative principles and practices;
- Fire/EMS emergency scene operations to include strategy and tactics, and overall hazard mitigation;
- Geography of the Fire District and surrounding areas;
- Current emergency and non-emergency communications systems, including all related equipment;
- State and Federal Laws, Codes, Regulations and Legislation, policies and procedures, basic knowledge of human resource policies;
- Budgeting, technical writing/grant writing and course development;
- Computerized records management systems, Fire/EMS computer applications, Fire/EMS reporting procedures;
- Ability to evaluate data and report findings;



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- Skill in using communications devices;
- Principals and techniques of making effective oral presentations;
- Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), ESO, Target Solutions, Crew Sense, RMS software and CAD *or Mac*.

### **Ability to:**

- Supervise, coordinate and evaluate the work of others;
- Establish and maintain an effective working relationships with other District/ departments and, victims of disasters, other emergency response agencies and the public;
- Work effectively within a command structure;
- Work in a team environment as a team player;
- Show respect to fellow employees and customers;
- Add, subtract, multiply, divide and derive percentages;
- Communicate well with others, both orally and in writing, using both technical and non-technical language;
- Understand and follow oral and/or written policies, procedures and instructions;
- Prepare and present accurate and reliable reports containing findings and recommendations;
- Provide effective leadership and mentorship;
- Apply corrective action(s) fairly, effectively, and efficiently;
- Operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Independent judgment and creativity in the performance of assigned tasks;
- Must display an attitude of cooperation and the ability to work well with others.

### **Soft Skills:**

- Provide leadership through adaptability/flexibility, anticipatory thinking, dynamic optimism, organizational/time management, decisiveness, proactive engagement, and resiliency;
- Provide strategic management through positioning, business process enhancement, change implementation and management, empowerment, and being an environmental catalyst;
- Coach performance through mentorship, talent and team development, conflict resolution, and team facilitation;
- Communicate to give direction and guidelines, provide meeting facilitation, give presentations and storytelling;

### **Tools and Equipment Used:**

- Uses tools and equipment that pertains to firefighting, fire training, medical and rescue situations.
- Uses standard office equipment, including a computer, in the course of the work;

### **Licensing and Certificates:**

- Possess a valid Idaho Class D driver's license;



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- Possess a valid EMS license or certificate
- Blue Card IC certification
- Keep and maintain State of Idaho Fire Inspector Card

### **Work Environment & Physical Demands:**

Work is normally performed in an office or fire station environment but may occasionally be subject outside environments that may include cold, heat, wind, rain and loud noise. The employee in this class may be subject to extreme environmental conditions and is subject to potential personal danger at emergency scenes from fire & smoke, traffic hazards, blood borne pathogens, hazardous materials, etc.

- Requires riding in or driving motor vehicles;
- Requires clear vision to read printed materials and hearing speech to communicate in person, over the telephone, over a M.D.T. or through a two-way radio system;
- Requires strength and stamina to respond to emergency situations;
- Requires mobility and physical reflexes, which permits the employee to function in a general office environment and emergency situations to accomplish tasks;
- Works shifts as required to meeting staffing and deployment needs;
- Being awakened in the nighttime to respond to emergency situations.

### **Travel Requirements:**

The Shift Captain must be able to drive Fire District vehicles to incident sites as needed, and may travel by car or plane to classes and seminars.

### **Disclaimer**

The Shift Captain must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately, and without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

**To comply with the Americans Disability Act (ADA), the District may make reasonable accommodation for qualified individuals with disabilities to enable them to perform the essential job functions.**

**This is an accurate description of the essential functions of my position.**

Employee \_\_\_\_\_ Date \_\_\_\_\_

### **Approvals:**

Fire Chief \_\_\_\_\_ Date \_\_\_\_\_