

## **Beaumont Fire/Rescue Services Detailed Job Description**

<u>Grade:</u>	III
<u>Classification:</u>	Captain
<u>Section:</u>	Operations
<u>Assignment:</u>	Station/Crew Leader
<u>Reports to:</u>	District Chief—Program/Division Supervisor
<u>FLSA Status:</u>	Non-Exempt

### Distinguishing Features:

This position exists to manage the responsibilities of, and accountability for, major or routine service-related area(s) and/or department program(s). Persons assigned to this position are responsible for supervising individuals assigned to them, as well as developing and implementing plans, policies, and/or activities related to particular program area(s). Individuals serving in this assignment work a rotational shift, specified by the current contract in place with IAFF, Local 399. Employees in this assignment may be required to relieve an officer of higher rank and, when so assigned, are responsible for the duties and job requirements of that position until relieved of those duties. Station/Crew Supervisors may be assigned to work on special teams or assignments, which call for special abilities and knowledge attained through experience and training. Work in this position requires a considerable amount of managerial skill, organizational talents, teamwork, and effective decision-making.

### Competencies:

Competencies are a set of identified behaviors, knowledge, skills, and abilities that directly and positively impact the success of employees and the organization. Competencies can be observed and measured. When consistently demonstrated, competencies make employees particularly effective in their work. Competencies help lay out a roadmap to career success. Beaumont Fire/Rescue Services' established competencies for all positions include:

- Understanding our Business
- Achieving Technical and Functional Expertise
- Serving our Customers
- Getting Results
- Working as a Team
- Exhibiting Interpersonal and Communication Skills
- Demonstrating Leadership and Personal Effectiveness

### Position Essential Job Functions:

- Organize the initial response to an emergency situation by operating within the Incident Management System and department standard operating guidelines—
  - Gathering pertinent information;
  - Applying the Risk Management Model to strategic and tactical situations;
  - Confirming arrival and appropriate benchmarks and details of situation with Command and/or the communications center;

- Ensuring the type and number of apparatus, equipment, and personnel responding are adequate/appropriate and will effectively and safely mitigate the situation;
- Ensuring a system of accountability is established for all personnel working within the hazard zone;
- Documenting the progress and evolution of the situation within the prescribed system;
- Maintaining communications under a systematic and sequential plan;
- Initiating, coordinating, and controlling mutual aid response and implementation of emergency management plans on the emergency scene;
- Minimizing the loss of life and property in controlling the situation;
- Organizing and conducting post incident analysis and debriefings.
- Supervise personnel–
  - Enforcing health and safety mandates and department policies and procedures;
  - Inspecting personnel to ensure that all are in attendance and capable of performing their duties;
  - Ensuring personnel and crews are aware of procedural and policy requirements and revisions;
  - Ensuring department policies and guidelines are followed and that crews model a professional image;
  - Monitoring and documenting training and development activities of subordinates so that they are completed and documented appropriately;
  - Monitoring emergency scene evolutions and benchmarks to ensure that department standard operating guidelines are adhered to;
  - Ensuring compliance with all applicable traffic safety laws and departmental driving policies;
  - Providing leadership, coaching, and training to personnel;
  - Providing feedback to crews and crew members on performance;
  - Rewarding and recognizing individuals and crews;
  - Counseling and recommending discipline for individuals and crews;
  - Building effective teams so that high crew performance and morale levels are established and maintained.
- Train personnel–
  - Conducting post-incident evaluations with crews to identify and document training needs;
  - Observing and documenting personnel performance so that individual's strengths and weaknesses can be identified, and training requirements can be documented;
  - Reviewing examination and training records so that training needs for individuals and crew are identified, prioritized, and updated;
  - Allocating in-service training time so that crews are allotted time each shift to ensure meeting department standards;
  - Arranging tours of priority locations so that tours reinforce training objectives and learning, and provide real life examples of topics presented;
  - Developing teaching plans to ensure that information presented is accurate, comprehensive, and presented in the appropriate sequence;
  - Selecting and employing training aids to insure learning is enhanced;
  - Conducting training sessions in accordance with the established training schedule so that personnel receive allotted training in the prescribed sequence for maintenance and documentation of certifications;

- Demonstrating skills, procedures, and equipment so that standard operating and safety guidelines are followed;
- Conducting and supervising drill and benchmark evaluations and skill competitions to evaluate individual and team performance;
- Preparing recommendations and action plans for additional training of members;
- Maintaining training records so that all training delivered is documented.
- Maintain professional currency–
  - Remaining current with new legislation and regulation affecting department operations;
  - Participating in-service training activities;
  - Reviewing professional publications and web-sites for current developments, procedures, and techniques;
  - Attending courses, seminars, and workshops to recommend and implement improvements to operations;
  - Participating in professional associations to interact and network with peers and provide opportunities for improvements to operations;
  - Participating in staff meetings to keep others up-to-date by providing input relative to current and improved emergency services operations;
  - Developing a network of professional contacts with other emergency services organizations so that information regarding programs, procedures, and techniques are shared and peer support is provided;
  - Researching and reviewing manufacturers existing and new products, equipment, and systems to evaluate and recommend system improvements;
  - Touring high risk sites so that pre-incident planning can be reviewed and modified, and so that personnel can be updated on the status of the site.
- Perform public education and information activities–
  - Providing public assistance;
  - Conducting station tours or safety programs;
  - Making presentations and/or performing demonstrations for community groups or interested parties;
  - Participating in special activities;
  - Projecting a professional image to enhance the public’s perception of the department and emergency services;
  - Assist with resolving problems or questions referred by staff, department or City administrators or employees, City Council persons, or the public.
- Participate in physical fitness activities to maintain physical conditioning.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide seamless customer service.
- Direct, manage, coordinate and liaison effectively with others to achieve effectiveness and efficiency in all operations, support and administrative programs.

Assignment-Specific Job Functions:

- Coordinate and control emergency operations and incident safety–
  - Accurately sizing up the incident;
  - Requesting additional assistance, when necessary;
  - Estimating fire loss or damage;
  - Minimizing loss of life and property;
  - Providing emergency medical treatment to the injured;

- Securing an adequate water supply;
- Coordinating the positioning of apparatus;
- Recognizing and mitigating effects of hazardous situations at the emergency scene that present a direct threat to personnel and the public;
- Determining appropriate personal protection requirements and supervising their use so that the safety of the department's members are ensured;
- Maintaining accountability for assigned personnel within the hazard zone;
- Searching assigned area to locate victims and obtain further information about incident, following standard search procedures;
- Assisting, hoisting, carrying or dragging victims from emergency area by means of interior access (stairs, hallways, etc.) or, if necessary, by ladders, fire escapes, or other means of egress— using rescue harnesses, ropes, backboards or other equipment;
- Carrying, raising, extending, and climbing ground ladders to perform search, rescue, and other operations;
- Performing triage and stabilizing patients by following established emergency medical treatment protocols;
- Conducting operations-level hazardous materials operations;
- Conducting operations-level technical rescue operations, unless otherwise trained— vehicle and machinery extrication, confined space, structural collapse, rope, high-angle, top water, trench and excavation;
- Prying open, cutting, or breaking down doors, or otherwise forcibly enter structures, vehicles, aircraft, or other entrapments in order to search for victims and provide access to the emergency scene, using appropriate department-issued or department-approved equipment;
- Coordinating and participating in the extinguishment of fires;
- Opening or breaking windows, chopping or cutting holes in roofs, breaching walls or doors and placing fans at windows or doors to remove heat, smoke and/or gas from structures or entrapments;
- Directing and participating in the evacuation of occupants and/or personnel;
- Moving and covering furniture, appliances, merchandise, and other property; cover holes in structures and stabilizes damaged structural components; redirecting or removing water to minimize property damage, or participating in other salvage operations— using tarp, ropes, mops, squeegees, and other tools;
- Opening walls and ceilings, cutting or pulling up floors, and moving or turning over debris to check for hidden fires which could rekindle or spread— using hooks, axes, saws or other equipment;
- Securing building or site prior to terminating operations;
- Directing and participating in clean-up and inspection of apparatus and equipment after incident;
- Completing incident reports so that an accurate record of the incident is prepared and filed, and so that the report can be used in compiling statistics and in legal proceedings;
- Inspecting hydrants for operational use and providing seasonal maintenance.
- Assess status of department equipment, apparatus, and stations—
  - Conducting and documenting daily, weekly, and/or monthly inspection of apparatus, equipment, and/or stations;
  - Inspecting the station daily for repairs and maintenance and appropriately documenting problems;

- Maintaining daily station and apparatus logs or journals;
- Verifying and documenting testing of equipment and apparatus so that testing is performed in accordance with department policies and guidelines;
- Submitting work orders for defects in apparatus, equipment, or stations;
- Maintaining station inventory of supplies and disposable equipment so that they may be kept at a level appropriate to usage;
- Verifying and overseeing station repairs by external personnel to meet quality standards of the department and City;
- Maintaining and monitoring the general housekeeping of the station so that it is clean, neat, and presents a professional appearance;
- Monitoring and maintaining access to the station so that the exterior is safe, entrances are clear and free of obstructions, and debris and violations are documented;
- Maintaining security of the station by closing and locking station doors and windows;
- Communicating status of station and equipment to relieving Officer upon completion of the shift so that ongoing maintenance and repair requirements are identified and coordinated;
- Enforcing safety legislation and recommending repair or replacement or purchase of new equipment or apparatus so that it is in a condition that allows it to perform to its design function;
- Inspecting, cleaning, and maintaining personal gear and equipment to ensure proper and safe operation.
- Perform administrative duties–
  - Orienting swing personnel to stations and apparatus;
  - Participating in Officer’s meetings;
  - Providing liaison between firefighters and department senior management so that channels of communication are maintained;
  - Compiling standard information and completing standard forms and reports in accordance with established policies and guidelines;
  - Reviewing, completing, filing, distributing, forwarding, and recording information in logs, forms, reports, and systems that must be completed as a part of the job;
  - Requisitioning supplies so that the quantity ordered reflects current inventory and projected usage and operating efficiency;
  - Maintaining an understanding of the annual budget process/procedures, and is responsible for the submission of an annual request for budgetary needs and resources that have been identified for their station and/or programs.
- Prepare and update pre-incident plans–
  - Reviewing emergency plans;
  - Identifying priority sites, such as industrial facilities, nursing homes, etc.;
  - Assessing site and building access routes and staging areas;
  - Touring priority sites and preparing plot and floor plans that indicate pertinent information;
  - Determining/updating building construction features;
  - Determining/updating occupancy status and fire load information;
  - Determining/updating exposure risks;
  - Assessing available water supply and potential demand;
  - Determining/updating the type and locations of hazardous materials;

- Determining/updating the type and locations of fire detection and protection equipment, fire department connections, and utility shut-offs;
- Identifying/updating site contacts;
- Preparing recommendations regarding evacuation routes;
- Updating personnel on changes identified from existing pre-incident plans;
- Distributing and/or filing pre-incident plans within the established system.
- Assist with investigation efforts at an emergency scene–
  - Informing Command to dispatch an investigator, if not accomplished through standard operating guidelines;
  - Assisting with interviewing of witnesses and personnel;
  - Inspecting and securing the emergency scene;
  - Seizing, securing and maintaining the continuity of evidence;
  - Preparing response reports so that cause and origin of fire or other emergency incident can be determined.

Required Knowledge, Skills, and Abilities:

*Knowledge of...*

- Current industry standards and best practices of progressive emergency services organizations;
- The geographical layout of the City of Beaumont, street names and numbers, and hydrant locations;
- The operation and maintenance of various types of apparatus and equipment used by the department;
- Generally accepted and department-specific practices, techniques, methods, instruments, and equipment;
- The laws, regulations, policies, and procedures relevant to emergency services response activities;
- Organizational philosophy and ethical policies that direct all managers in the discharge of their duties;
- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources;
- Accepted management and supervision processes and techniques;
- Principles and procedures of developing and implementing training programs;
- Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar;
- Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation.

*Skill at...*

- Motivating, developing, and directing people as they work, identifying the best people for the job;
- Making quick and accurate assessments of emergency situations, and determining appropriate mitigation actions;
- Using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems;
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions;

- Determining how a system should work, and how changes in conditions, operations, and the environment will affect outcomes;
- Adjusting actions in relation to others' actions or situational requirements;
- Communicating effectively, both orally and in writing, as appropriate for the needs of the audience;
- Giving full attention to what people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

*Ability to...*

- Understand and operate within the Incident Management System;
- Learn and apply emergency services principles, practices, methods, techniques, and equipment to work situations;
- Identify critical incident scene safety factors and address them appropriately;
- Maintain control under extremely stressful conditions;
- Make life and death decisions during emergency situations;
- Observe people's behavior to determine compliance with prescribed operating or safety standards, or to assess patient condition;
- Observe equipment or personnel to determine compliance with prescribed operating or safety standards;
- Operate equipment at maximum operating efficiency consistent with needs, safety, and mechanical limitations of the equipment;
- Apply general rules to specific problems to produce answers that make sense;
- Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events);
- Tell when something is wrong or is likely to go wrong— recognize potential problems;
- Shift back and forth between two more activities or sources of information— multi-task;
- Understand the effects of fire involvement and spread as related to the rescue of firefighters and civilians;
- Work at heights greater than ten feet frequently; work at heights of up to 100' occasionally;
- Move objects 40-60 pounds short distances (30 feet or more) frequently; hold 80-100 lbs. frequently; carry 50-150 lbs infrequently; lift or drag in excess of 150 lbs. of force occasionally;
- Perform duties requiring frequent pulling of 40 pounds or more, such as removing hose from apparatus, pulling ceilings, starting power equipment, and opening doors on apparatus, as required;
- Bend, climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, grasp, and perform repetitive motions repeatedly or continually over time to perform emergency medical services, fire ground, or other response-related duties;
- Lift arms above shoulder level to cut vent holes with an axe or force entry into vehicles using specialized tools;
- Travel across wet, slippery, rough, uneven or rocky surfaces;
- Use self-contained breathing apparatus and protective clothing to prevent exposure to hazardous materials and infectious diseases;
- Tolerate extreme fluctuations in temperature while performing job duties;
- Work for long periods of time, requiring sustained physical activity and intense concentration;
- Work in a variety of weather conditions with exposure to outdoor elements;

- Within accepted safety practices, rely on sense of sight, hearing, touch, and smell to help determine the nature of an emergency and make operational decisions;
- Understand apparatus and equipment limitations as related to response and emergency scene activities;
- Learn job-related material through structured lecture, reading, and computer-based instruction, through oral instruction and observation, and through hands-on activities;
- Instruct, train, and develop employees in emergency services related disciplines;
- Communicate ideas orally and in writing in the English language so that others will understand;
- Understand and follow oral and written instructions in the English language;
- Comprehend and make inferences from written material in the English language;
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar;
- Arrange things or actions in a certain order or pattern according to a rule or specific set of rules (e.g. logic or mathematical operations);
- Gather and interpret data, reach logical conclusions, and present findings and recommendations;
- Work cooperatively with other City employees and the public;
- Continue to learn new technical and management methods to improve effectiveness and efficiency of operations;
- Exercise a high degree of self-discipline;
- Perform a broad range of supervisory responsibilities over others;
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some assignments will require performance of other essential and marginal functions depending on work location, assignment, or shift.
- Some assignments require the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid Class B driver's license, and have an acceptable driving record.
- Employees in this class may be required to relieve an officer of higher rank and, when so assigned, are responsible for the duties and job requirements of that position until relieved of those duties.

Minimum Acceptable Experience, Training, and Certification:

- Meet requirements for promotion to Grade III – Captain.
- Certified as Structure Firefighter – Basic, by the Texas Commission on Fire Protection.
- Certified as Emergency Care Attendant, by the Texas State Department of Health Services.
- Certified at the Operations Level for Hazardous Materials response, by the U.S. Environmental Protection Agency standard.
- Certified as a Hazardous Materials Incident Commander, by the U.S. Environmental Protection Agency standard, within one year of promotion.

Preferred Experience, Training, and Certification:

- Texas Commission on Fire Protection certifications preferred:
  - Structure Firefighter – Intermediate or above
  - Fire Service Instructor – I or above
  - Fire Officer I

- Driver/Operator
- Hazardous Materials Technician
- Texas State Department of Health Services certification preferred:
  - Emergency Medical Technician – Intermediate or above
- Completion of an accredited associate's degree program in one of the following areas:
  - Fire Protection Technology
  - Emergency Medical Services
  - Occupational Safety and Health
  - Homeland Security
  - Mid-Management
  - Adult Education