


## Ozark Fire Protection District Position Description

	<b>APPENDIX NUMBER:</b>	1002.4	<b>APPROVED BY BOARD:</b>	August 25, 2008
	<b>TITLE:</b>	Captain: Position Description		
	<b>NUMBER OF PAGES:</b>	3	<b>AMMENDED:</b>	December 20, 2023
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**CLASS TITLE:** Captain

**PRIMARY OBJECTIVE OF POSITION:** Under general supervision, serves as a company officer and provides essential life-saving services to the public in stressful situations and dangerous conditions. Performs public education and public relations activities for the prevention of emergencies. Achieves high levels of training and physical fitness to perform essential duties. Works within prescribed standards and procedures with some leeway for discretion and independent action.

**ACCOUNTABLE TO:** Battalion Chief


**ESSENTIAL DUTIES ARE:**

1. Leads, supervises, reviews, and performs duties associated with emergencies, prevention, training, public education, public relations, administration, and general personnel leadership.
2. Directs emergency activities as a commanding officer.
3. Recommends to superiors in matters of rules, budget, personnel, apparatus, equipment, and regulations.
4. Supervises tests of equipment hose and apparatus; inspects quarters, personnel, and equipment.
5. Checks apparatus for condition and inventory of supplies and equipment.
6. Participates and instructs in training programs.
7. Attends meetings and drills and trains personnel.
8. Responds to hazardous materials incidents and supervises handling of incident under operational-level training.
9. Takes command until arrival of an officer of higher ranking.
10. Receives and channels reports and communications to superiors.
11. Performs fire inspection activities and pre-incident planning.
12. Provides basic life support to ill or injured persons until relieved of responsibility by higher medical authority.
13. Attends training classes to update and maintain high level of knowledge and skill.
14. Assists with investigations of fire scenes.
15. Carries out special assignments.
16. Maintains physical strength and agility.
17. Evaluate employees' performance.
18. Performs firefighter duties.

**OTHER DUTIES INCLUDE:**

1. Monitors use of station facilities by the public.
2. Conducts station tours.
3. Makes presentations to groups.
4. Answers public inquiries.
5. Performs minor building maintenance and repair.
6. Performs other duties as assigned.
7. Initiates routine operational records.
8. Occasionally works with information restricted to specific persons for a limited time.
9. Supervises and uses equipment requiring care to assure against breakdown or damage and to maintain accountability.

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10. Position requires substantial contact with public and fellow employees.
11. Position requires heavy physical work and occasional contact with undesirable physical conditions and hazards requiring constant safety considerations.

### **SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:**

1. Supervises personnel assigned on a company, station, or shift. Manages personnel matters through the chain of command.
2. Serves as an out-of-title battalion chief.

### **EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**


Minimum requirements:

1. Subordinate position description.
2. High School diploma or equivalency.
3. Possession of a valid driver's license.
4. Five (5) years of experience as a career firefighter with the Ozark Fire Protection District.
5. Three (3) years of experience as an engineer with the Ozark Fire Protection District.
6. IFSAC or Pro Board Fire Officer I, Instructor I.
7. ICS NIMS 300.
8. NFA Leadership Series or equivalent.
9. State of Missouri EMT-Basic license.
10. Obtain IFSAC or Pro-Board Inspector I within 1 year of appointment.

### **EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:**

1. Responds to alarms and fires promptly, effectively, and efficiently.
2. Drives safely and accounts for tool inventory and equipment.
3. Performs proper and effective fire suppression and rescue work.
4. Understands and uses equipment and fire suppression methods properly and effectively.
5. Effectively maintains and tests equipment, apparatus, and stations.
6. Performs proper and effective fire prevention inspections.
7. Administers first aid properly and effectively.
8. Demonstrates knowledge of effective medical protocols for a wide variety of medical situations.
9. Assists and trains new employees effectively and cooperatively.
10. Also attends training and drill sessions regularly and applies knowledge gained.
11. Demonstrates logic, memory, and reasoning skills by gaining, maintaining and applying current knowledge of elementary physics, chemistry and mechanics to firefighting, vehicle and apparatus repair, rescue, advance first aid, inspection, and hazardous material situations.
12. Understands and follows properly and efficiently oral and written instructions
13. Makes sound judgments under stressful conditions.
14. Encourages others in and maintains good physical condition and agility.
15. Demonstrates the ability to work long hours without rest.
16. Ability to perform heavy physical work and ability to lift over 100 pounds and to lift and carry over 100 pounds.
17. Ability to move a person weighing over 200 pounds.

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18. Ability to stand, walk, sit, ride, bend, crawl, ride, push, pull and perform a variety of similar body movements.
19. Possesses hand/eye/foot coordination adequate to drive and operate a vehicle and equipment.
20. Ability to talk and hear in person and by telephone and two-way radio.
21. Ability to see and read instructions, gauges, and training materials.
22. Establishes and maintains effective working relationships with employees, superiors, and the public.

### **PERFORMANCE EVALUATION:**

Captains will be evaluated annually based on the employee's anniversary date by the Battalion Chief following successful completion of the initial probationary period. The evaluation will be based on criteria established in the job description.