



Job Description

TITLE: Fire Captain	JOB CODE: 3788
DEPARTMENT: Fire Department	FLSA: Non-Exempt
PREPARED: January 6, 2020	FLSA CLASS: Professional
UPDATED: June 29, 2022	WORK LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: YES	

Summary: Under limited supervision of the of the Deputy Fire Chief-Administration and Deputy Fire Chief-Operations, the Fire Captain shall assist the Fire Chief with emergency planning and preparedness. On a rotating basis serves as a Duty Officer with the responsibility of responding to major incidents for the purpose of managing, directing, or providing logistical support to incidents as needed.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Assist the Fire Chief in resource management and planning; assist with emergency planning and preparedness and procedures.
- Perform various administrative functions essential to the ongoing support and development of the department; conducts water system analysis in relation to fire suppression demands; monitors, recommends, writes, and revises department operating protocols, policies, and procedures;
- Monitors readiness status of firefighting equipment and apparatus; assures vehicles and equipment are functions; coordinates inspections and drills; evaluates equipment condition and recommends removal or replacement from service; establishing working relationships with vendors and supplies specializing in fire apparatus and equipment; make recommendations on equipment needs.
- Stays abreast of new trends and innovations in the field of fire suppression, fire prevention, and fire investigation; monitors fire protection industry standards and makes recommendations to the Fire Chief or Deputy Fire Chief regarding needed improvements and changes.
- Prepares various reports; maintains various files and records pertaining to prevention and investigation activities; maintains records of inspections; collects information for public safety and fire prevention presentations.
- Assist with preparing grant proposals and maintain financial records and requirements of the grant; prepares reports required by the grants.
- Assist in strategic planning, preparation, and implementation of department budgets; monitor department expenditures to maintain compliance with fiscal limitations;
- Serve as liaison with area agencies for Local Emergency Planning Committee (LEPC); exchanges information with other fire departments; maintain contact with community, officials, fire department staff in performance of fire department activities.
- Respond to potentially serious fires and other emergency incidents as assigned. Responds to emergency incidents as the Incident Commander, Sector/Division Officer, or part of a Command Staff Team and commanding, supervising, and/or participating in tasks, tactics, and strategies.
- Assist with developing Standard Operating Procedures.
- Perform other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of the principles and practices of emergency response procedures and treatment methods; fire and rescue apparatus, fire suppression, fire prevention, and equipment.
- Knowledge of citizen volunteer fire program and emergency medical services.
- Knowledge of all local, state and federal laws, ordinances, rules and regulations pertaining to fire protection, emergency medical services, public safety, fire protection, and arson investigations.
- Knowledge of Insurance Services Organization (ISO) rating system.
- Knowledge of County and SJCFD policies and procedures.
- Knowledge of governmental budgeting, planning, and process.
- Ability to think and act quickly and to act independently under stressful emergency conditions.
- Ability to work closely with a diverse volunteer population.

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- Skill in reviewing building plans and evaluating the prevention systems.
- Skill in investigating the causes of fires and evaluating the potential for arson.
- Skill in identifying training needs, developing curriculum, and conducting public education fire prevention training programs.
- Skill in effectively managing, prioritizing, leading, and delegating tasks and authority.
- Skill in communicating tactfully and effectively, both orally and in writing.
- Skill in reading, interpreting, and applying standards as published in manuals, including policies and procedures.
- Skill in effectively presenting information to volunteer staff, management, public and employees.
- Skill in working independently or as a team member.
- Skill in establishing and maintaining effective working relationships with elected officials, volunteer firefighters, fire administration, field staff, County staff, and the general public.
- Skill in the use of a personal computer, Fire/EMS and standard business software.

Education and Experience:

- A high school diploma or GED equivalent and four (4) years of recent experience as an active member of a fire department involved in both fire suppression and emergency medical service, including one (1) year as an officer, lieutenant, or higher-rank is preferred; Associates degree, preferred.
- Structure Firefighter I, IFSAC preferred.
- NWCGS-130 and 190; L-180; S-131.
- EMR-Emergency Medical Responder certification.
- Valid State of New Mexico Class E driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and outdoors in varied weather conditions; requires physical exertion under vigorous and unusual conditions. May be subject to cuts, bruises, scrapes, burns, broken bones, insect and animal bites, germs, bacteria, viruses, environmental allergies, gases and fumes. May be subject to exposure to CRTs and VDTs. May be subject to life threatening situations; involves the potential for exposure to high stress levels.
- May be subject to bending, reaching, kneeling, crawling, and lift in excess of 75 pounds.
- Subject to completing and passing annual Work Capacity Test (WCT) at the Arduous level for wildland firefighters to meet the Wildfire Coordinating Group (NWCG) standards.
- Full-time work hours for this position consists of rotating shifts, nights, weekends, overtime, and responds to emergency calls as requirements for the operations of this department. May be subject to attend two (2) week wildland fire deployment.
- Position frequently requires travel.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Specialized firefighting, emergency, and training equipment, apparatus, and response vehicles.
- Equipment utilized includes computerized and conventional office equipment, two-way radios, and mechanics tools.

Approvals:

Employee:

Date:

Supervisor

Date:

Department Head:

Date:
