

POSITION DESCRIPTION: CAPTAIN

Hadley Township Fire Department
Policy #052

PURPOSE

To establish the duties and responsibilities for the position of Captain for the Hadley Township Fire Department as defined by the accompanying position description.

GENERAL

In the capacity of Captain, the employee shall assume the authority and responsibility of command due persons of this rank. The Captain will assume command only after 5 years of firefighting experience, completion of Fire Officer I, completion of Incident Command System and authorization from the Fire Chief. Experience may supercede some or all of the aforementioned criteria.

Protects life and property by supervising and performing fire fighting, emergency medical service, hazardous materials, and fire prevention duties. Maintains fire equipment, apparatus, and facilities.

Works under the general supervision of the Fire Chief and Assistant Chief.

Exercises supervision over Lieutenants and firefighters. Will coordinate, instruct, or supervise other officers or employees, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs and supervises firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire containment, extinguishment and overhaul tasks.

Operates radios and other communications equipment.

Carries out duties in conformance with Federal, State, County and Local laws, ordinances and procedures.

Performs and/or assists in general maintenance work in the upkeep of fire facilities apparatus and equipment.

Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.

Presents Public Education Programs.

PERIPHERAL DUTIES

Assists in department supervisory and administrative activities as assigned.

Assists in training new employees as assigned.

Serves as a member of various department committees.

Instructs classes on assigned subject areas.

Attends training and meetings to keep abreast of current trends in the field.

MINIMUM QUALIFICATIONS

An equivalent combination of education and experience listed below may be considered.

1. High school diploma or GED equivalent.

2. Five (5) years of experience as a firefighter.
3. Completion of the Michigan Firefighters Training Council Firefighter I & II, Hazardous Materials Operations.
4. Completion of Fire Officer I and Incident Command System within 18 months of initial appointment.
5. Completion of Fire Officer II within three years of appointment.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of modern fire prevention, suppression, hazardous materials, techniques and equipment as demonstrated through State of Michigan certifications. An awareness of applicable laws, ordinances, departmental standard operating procedures and regulations.
2. Skill in operation of the tools and equipment listed below.
3. Fire apparatus, fire pumps, hoses, self-contained breathing apparatus and other standard firefighting equipment, ladders, radio, pager, general office equipment, audio/visual equipment, and multi-gas detection devices.
4. Ability to train and supervise subordinate personnel in the duties of their position.
5. Ability to perform effectively in all situations.
6. Ability to follow verbal and written instructions.
7. Ability to establish working relationships with employees, other agencies, and the public.
8. Ability to meet special requirements.
9. Maintains current required certifications.

SPECIAL REQUIREMENTS

1. Must possess, or be able to obtain by time of hire, a valid State of Michigan driver's license (with exception to active military)
2. No felony convictions or disqualifying criminal histories within the past seven years.
3. U.S. Citizen.
4. Must be able to read and write the English language.
5. Ability to meet departmental physical standards.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee 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 employee is frequently required to stand, walk, talk, hear, use hands and fingers, handle or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit, climb, or maintain balance, stoop, kneel, crouch or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 employee regularly works in outside settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency situations. Employee may be exposed to loud noises and hazards associated with fire fighting, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, oils, and rendering emergency medical services with potential exposure to blood borne pathogens and communicable diseases. The employee occasionally works near moving mechanical parts and in high, precarious places.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate assessment testing and interviews; background check; medical examination; drug screening; and final selection. **NOTE:** Appointees will be subject to completion of standard probationary period.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer requirements of the job change.

Authorized by: _____ Date: _____
FIRE CHIEF