

**Klickitat County Fire District No. 3**  
**Job Description**

**Position:** Captain / Training Officer

**Reports To:** Fire Chief

**GENERAL DESCRIPTION:**

Performs a variety of technical, administrative, and supervisory work relative to directing the planning, organizing, implementation and evaluation of fire fighter and fire officer training in the areas of fire prevention and suppression, hazardous materials awareness and operations, rescue and emergency medical services. This position serves as the primary fire training program manager.

Individuals assigned to this position are expected to apply a thorough knowledge of the Washington Administrative Code (WAC 296-305), National Fire Protection Association (NFPA), and the Occupational Training and Health Administration (OSHA) regulations. Understand and apply modern management methods to a variety of work situations. Individuals are expected to develop and maintain records of activities and to direct activities of the District in the absence of the Fire Chief.

May be called upon to assume command at emergency scenes and perform fire and emergency medical services.

**SUPERVISION:** Works under the general guidance and direction of Chief.

**SUPERVISION EXERCISED**

Supervises volunteer officers, Fire Fighters and Fire Fighter/EMTs involved in training, either directly or through other officers.

**SCHEDULE:** Full Time flexible work schedule 40hours per week which includes evenings and some weekends.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- A. In the absence of the Chief, assume all functions of the position.
- B. With the advice and consent of the Chief, the Training Captain plans and implements Fire and EMS training programs in order to carry out the policies and goals of the District.
- C. Carries out duties in conformance with Federal, State, County and City laws and ordinances.
- D. Develop and maintain a yearly training schedule. The schedule must be published prior to December 1<sup>st</sup> of each year.
- E. Submit yearly budget reports to the Fire Chief of projected training needs by September 1<sup>st</sup> of each year.
- F. Reviews, evaluates, develops and implements training programs, policies and procedures for various departmental operations regarding training.
- G. Maintains accurate, up to date, training records for all personnel, including respirator fit testing and HEPPA mask fit testing records.

- H. Assigns personnel and equipment to such training duties and uses as may be required.
- I. Supervises volunteer officers in their assigned training duties.
- J. Directs and participates in major departmental training programs as the lead instructor.
- K. Publishes a quarterly drill attendance spreadsheet for review by the Chief and elected officials.
- L. Determines methods of fire suppression; supervises laying of hose lines, directing of hose streams, placement of ladders, ventilation, rescue and salvage operations.
- M. Supervises the pre-fire planning of buildings and other properties relative to fire fighting operational requirements and the hazards associated with such emergency operations.
- N. Handles grievances from volunteer training officers and fire fighters, maintains discipline and the conduct and general behavior of personnel.
- O. Serves as the Safety Officer, maintains safety bulletin boards and serves as a member of the Safety Committee.

### **PERIPHERAL DUTIES**

- A. Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of training activities.
- B. Attends conferences and meetings to keep abreast of current trends in the field; represents the District in a variety of local, county, state and other meetings.
- C. Works closely with neighboring departments training officers in an effort to share resources and costs.
- D. Performs the duties of command personnel as needed and fulfills obligations during duty hours.

### **POSITION REQUIREMENTS**

#### Education and Experience:

- A. High school diploma or GED, Associate Degree in Fire Science or Fire Technology preferred.
- B. NIMS ICS 100, 200, 700b and 300
- C. NFPA 1001 Academy completion , IFSAC/NFPA Fire Fighter I, IFSAC/NFPA Fire Instructor I
- D. Hazardous Materials on scene Incident Command
- E. Emergency Vehicle Incident Prevention (EVIP) Instructor or VFIS.
- F. Primary residency within six months of hire within 30 minutes of normal driving conditions from the City of White Salmon Fire Station
- G. Satisfactory background checks to include employment record, driving abstract and criminal history. Clean driving record. No felony convictions. Misdemeanor convictions in the last 10 years will be evaluated. \*Convictions related to theft, fraud or other deceitful categories are cause to preclude candidate from consideration. Background checks will be performed according to applicable law
- H. Washington State EMT Basic or NREMTB at time of hire.

- I. 5 years of experience at the rank of Lieutenant or higher in a similarly structured volunteer or combination agency. \* Candidates must have documented experience working with volunteer responders
- J. National Fire Academy Fire Cause and Origin within one year of hire date
- K. Strategy/Tactics -- documented within the last three years -- any established course study
- L. Current NWCG Red Card at the Engine Boss level with Strike Team Leader "T" preferred
- M. Physically able to meet and maintain the requirements of the position

### **DESIRED ATTRIBUTES**

The following is a *sampling* of the knowledge, skills, abilities, and personal attributes deemed necessary for this position:

- A. Demonstrated level of engagement in the community - both personally and organizationally
- B. Ability to assist with recruitment, and, train, and retain an effective workforce; effectively balance the competing interests of the volunteer, career, and administrative staff
- C. Successful experience in building and maintaining good working and interpersonal relationships with surrounding communities, public safety partners, political entities, subordinates, and the Board of Fire Commissioners
- D. Ability to provide effective leadership, that builds trust and confidence
- E. Effective verbal and written communication skills - to various audiences
- F. Ability to respond operationally, as needed, and to assume Incident Command as appropriate
- G. Ability to recognize future issues or challenges and prepare the district accordingly
- H. Ability to identify issues and recommend courses of action to the Fire Chief
- I. Ability to recognize future issues or challenges and prepare the district accordingly
- J. Demonstrated experience in successful project management, from initiation through completion
- K. Ability to develop strategic training plans that align operations, administration, business, and human-resource initiatives with the District's Mission, policies, and other broad goals
- L. Ability to articulate, internally and externally, the Fire District's Mission and Vision
- M. Knowledge and application of state and federal personnel laws
- N. Experience in budget development and management- program assigned
- O. Knowledge of training program development
- P. Demonstrated high degree of ethics and integrity
- Q. Well-rounded experience and/or training in all facets of the fire/EMS service to include: suppression, wildland-urban interface, hazardous materials, ICS, prevention, public education, code enforcement, investigation, etc
- R. Basic computer skills - including word processing, spreadsheets, and presentation software

- S. Willingness to keep updated in best practices, changes in technology, and other developments in fire/EMS operations and administration
- T. Ability to enhance organizational development through employee development
- U. Ability to manage and lead change

#### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- A. Considerable knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State or National E.M.T Certification; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
- B. Skill in the operation of listed tools and equipment.
- C. Ability to train and supervise personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and Ability to meet the special requirements listed below.

#### **SPECIAL REQUIREMENTS**

- A. Must be eighteen (18) years of age or older at time of hire;
- B. Must possess, or be able to obtain by time of hire, a valid State Driver's License with Commercial Driver's License endorsement or certification of Emergency Vehicle Accident Prevention Program (EVAP) without record of suspension or revocation in any state;
- C. No past felony convictions or disqualifying criminal histories within the past seven years;
- D. Ability to read, write and clearly speak the English language; and
- E. Ability to meet required physical standards.

#### **TOOLS AND EQUIPMENT USED**

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone, video camera, digital camera, overhead projectors and other media equipment.

#### **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 sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is also required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Individuals assigned to this position shall be able to perform arduous duties to include, but not limited to; wearing of full protective equipment including self contained breathing apparatus and N-

95 respiratory protection. Individuals are subject to environments that may be extreme and are expected to be able to perform duties therein. Examples are: extreme heat and cold environments, navigating difficult terrain that including physical access to a wide range of areas. Low visibility environments, bodies of fast-moving water, hazardous materials, including electrical hazards, and topographic environments that require arduous efforts to gain access.

The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 100 pounds. 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.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during the day and night. Work is often performed in emergency and stressful situations. Individuals are exposed to audible alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and can be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

### **SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; drug screening; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard one year probationary period. The employee will be evaluated after six (6) months of service, one year of service and annually thereafter.

The examples of duties noted herein are intended only as illustrations of the various types of work 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.