



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Fire Captain/EMS	DEPARTMENT: Fire Department
IMMEDIATE SUPERVISOR: Fire Chief	GRADE/RANK: 18
	FLSA/ESSENTIAL STATUS: Non-Exempt-Essential

GENERAL DEFINITION AND PURPOSE OF WORK:

Work is performed under the supervision of the fire administration. Supervision is exercised over assigned shift personnel and volunteer members. Fire Captain works closely with non-city fire service agencies, volunteer and private emergency medical service agencies, and non-uniformed employees of the fire department and employees of other city departments. The Fire Captain with direction works with fire administration and city management.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Coordinates and supervises all fire suppression activity, hazardous materials incident, emergency medical service incident and daily fire station activities that include personnel training, supervision and participation in equipment, apparatus and station maintenance. Requires the maintenance of records, reports and job-related files. As shift commander, station commander, and incident commander, the Fire Captain is responsible for preparing reports and correspondence;
- Supervises and manages shift staff including daily instruction and training, assigning duties and responsibilities, conducting performance evaluations, enforcing all

regulations, counseling for better performance, and issuing disciplinary action as needed;

- Manages, coordinates, and directs all operations and activities of the shift;
- Responds to emergencies. Upon being the first ranking officer arriving at a fire, the Fire Captain assumes direct command and enforces all necessary measures for the effective handling of the same until the arrival of a superior officer. The Fire Captain may assume the duties and responsibilities of a Chief Officer in their absence;
- Coordinates and manages routine shift operations, including shift training, pre-fire planning, fire prevention, fire investigation, fire inspections, public education, public relations, supply and maintenance;
- Is responsible for the upkeep of their station's apparatus and shall report any damaged or defective equipment or apparatus to the administrative staff. Participates in equipment, apparatus, and station maintenance, as time allows;
- Ensures the stations and quarters are kept in an orderly manner and enforces all regulations associated with the facilities and equipment;
- Notifies the administrative staff of an injury or sudden illness of an employee;
- Is accountable for the condition of their own uniform and of those of their subordinates;
- Drives and operates emergency vehicles of the fire department in certain situations both during emergency calls and non-emergency activities;
- Performs associated duties of a firefighter as required;
- Is responsible for maintaining minimum staff level manning, enforcing federal and state safety regulations on the emergency incident scene and in the fire station;
- Coordinates the proper assignment of equipment and manpower on emergency calls for service, in accordance with departmental guidelines;
- Is responsible for handling personnel work problems, counseling personnel on performance as needed, and communicating with fire administration on personnel issues as needed;
- Meets all physical fitness requirements;
- Is responsible for completing required employee performance evaluations for personnel under their assigned positions;
- Assists in the interviewing and hiring of shift personnel and;
- Performs other related tasks as may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles and practices of fire suppression and emergency medical care methods, techniques and procedures. Comprehensive knowledge of rules and regulations governing fire suppression and emergency medical care; extensive knowledge of supervisory principles and practices; ability to establish and maintain effective working relationships

with a variety of individuals; ability to make oral presentations; ability to effectively supervise others at fires and other emergencies; ability to maintain detailed records and prepare reports.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from a high school, with a preference of any combination of education and experience equivalent to an Associate or higher degree in fire science or related field, and at least 5 years of fire service experience with the City of Staunton Fire & Rescue Department.

SPECIAL REQUIREMENTS:

Must have an appropriate valid driver's license issued by the Commonwealth of Virginia. Must meet all Department training and certification requirements for position, including, but not limited to; State of Virginia Certification as Fire Officer II or above, Hazardous Materials Operations Certification, NFPA 1031 Fire Inspector, NFPA 1033 Fire Investigator, and State Certified Emergency Medical Technician.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Individuals will perform difficult emergency protective service work under both emergency and non-emergency conditions. Work frequently involves considerable personal risk when working under emergency conditions. Work requires the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently and up to 10 pounds of force consistently to perform duty assignments. Work requires climbing, balancing, stooping, pulling, crouching, crawling, reaching, standing, walking, pushing, lifting, grasping, feeling, smelling, and repetitive and combinations of these forces. Vocal communications are required for expressing or exchanging ideas by spoken word, written correspondence and conveying detailed or important instructions to others accurately and clearly. Good hearing is required to handle information received at both normal levels of sound and levels of extreme magnitude. Visual acuity is required for depth perception, color penetration, night vision, and peripheral vision, preparing and analyzing written information. Visual inspection involving small defects and /or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general conditions, surroundings and activities. The worker is assigned to inside and outside environmental conditions, extreme cold and heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing protective breathing equipment. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment for environmental and health hazards.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Directly responsible for the supervision of a daily work shift and other supervision responsibilities as may be required.

EXAMPLES OF EXPECTED DECISION MAKING:

This job description in no way states or implies that these are the only duties to be performed by this employee. The Fire Captain/EMS will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Fire Chief and Chief Human Resources Officer

Revised Date: 2019