

Job Description

Rockaway Beach Fire Rescue Captain (Full-time)

This is a salaried position, overtime exempt

GENERAL PURPOSE:

The primary duties of this position include incident command at emergency scenes, supervision of emergent and non-emergent response to fire suppression calls, response to pre-hospital medical care of sick and injured patients, duty officer shifts, emergency rescue operation, apparatus response readiness, public education, inspections, clerical duties, reports, and training responsibilities. Performance of the work may result in significantly hazardous and life-threatening situations requiring initiative and the exercise of independent judgment. This is a full-time exempt position.

SUPERVISION RECEIVED:

Incumbent is an employee of the City of Rockaway Beach through its City Council, City Manager and the Fire Chief and is directly accountable to the Fire Chief for work performed.

SUPERVISION EXERCISED:

Command level direction at declared and non-declared disasters and emergencies. Supervision of paid and volunteer staff personnel directly and indirectly involved in response and operational readiness.

POSITION REQUIREMENTS:

- a. Must be eighteen (18) years or older at the time of employment.
- b. Possess a High School Diploma or GED Equivalent: An Associate of Science (AS) in Fire Science or EMS, bachelor's degree (BA\BS) or equivalent combination of education and experience is preferred.
- c. Current valid driver's license in good standing for a minimum of 2 years and ability to meet insurability requirements of the City insurance carrier.
- d. Must be lawfully entitled to work in the United States.
- e. Ability to legally apply for, possess and/or receive fire certifications from the Oregon Department of Public Safety Standards and Training (DPSST).

- f. Must be able to read, write and communicate effectively with the English language, bilingual abilities preferred.
- g. Computer skills including use of Microsoft Word, Excel, PowerPoint, and department report writing software (Emergency Reporting).
- h. Must be able to pass\maintain physical capabilities, and abilities to perform duties of a Firefighter\EMT. Ability to perform the essential functions of the position in all environments for emergency and non-emergency situations, where there may be significant health and safety hazards.
- i. Must be current in compliance with all Oregon Health Authority (OHA) and Department requirements for vaccination with infectious disease.
- ii. A minimum of 3 years' experience in structural firefighting and fire department related emergency medical service activities.
- iii. Must, within the first 6 months of hire establish the ability to report\commute to work location within 10 minutes.

Desired Certifications at time of hire:

- a. NFPA Firefighter I
- b. NFPA Fire Instructor I
- c. Oregon EMT
- d. NFPA Hazardous Materials Awareness and Operations
- e. NFPA Driver Operator
- f. ICS 100, 200, 700 and 800
- g. NWCG Firefighter type 2

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- a. Ability to direct the Rockaway Beach Fire Rescue Emergency Preparedness, Emergency Medical and Fire Operations programs, while maintaining departments objectives, policies, procedures, and work standards.
- b. Supervision of paid staff, volunteer staff and community members in emergent and non-emergent response situations. Work may be in hazardous environments to self or others, practices personal safety under conditions regardless of exposure.
- c. Ability to manage an incident using ICS\NIMS for both emergency and non-emergency events.
- d. Ability to implement policy and procedures to meet department objectives as directed by the Fire Chief.
- e. Ability to wear full structure fire suppression PPE including SCBA, in accordance with OSHA 1910.134 Appendix D. Ability to carry and use charged fire hose, ladders, forcible entry tools, fans, tarps and general fire suppression equipment, ability to operate power extrication equipment to assist in patient removals from motor vehicles. ability to lift patients. ability to bend, strain, stretch, contort, push, pull, twist, walk with weight, or lift to remove a victim from an emergency scene and place the victim on a stretcher.
- f. Ability to drive various emergency units during the day and night in emergency situations, in congested traffic, and in road conditions that may have the potential to become unsafe caused by factors such as fog, rain, ice, and snow.
- g. Ability to complete fire suppression, EMS and rescue functions and tasks, which are very physically demanding over an extended period with limited breaks.
- h. Ability to respond to an emergency alarm, awaken, and go from a sound sleep to full activity and exertion in a matter of minutes.
- i. Ability to maintain composure and confront stressful situations in a calm and respectful manner. Lead paid and volunteer personnel in same when dealing with public in emergent and non-emergent situations.

- j. Ability to hear and orally respond to verbal orders, calls for assistance, radio communications, as well as the ability to identify and appropriately respond to various sounds in an environment of substantial background noises, such as sounds produced by, breaking glass, sirens, traffic, and victims. Ability to shout orders, warnings, and responses when necessary.
- k. Ability to read, learn and remember new, updated and detailed complex information, and changes in policy or procedures. Ability to apply information in a logical manner.
- l. Ability to communicate with a diverse range of people and deal with verbal and physical confrontations while remaining within the Rockaway Beach Fire Rescue work ethic. Successfully deescalate and/or mitigate highly agitated personnel and situations. Works well with local Law Enforcement and other Fire/EMS Officials on scene as needed.
- m. Ability to prepare incident reports, inspection reports, prehospital care reports either by hand or by computer, using proper, detailed descriptions, and appropriate grammar.
- n. Ability to plan, develop and implement the maintenance and repair program for the fire department vehicles, equipment, and buildings. Is responsible for emergency equipment being ready to respond, and that inventories and supply levels are adequate. Maintains file for equipment repair and maintenance
- o. Attends meetings, trainings and conferences that are in the best interest of the city. Serves on committees as assigned
- p. Ability to establish and maintain effective working relationships with city officials, other government agencies, area businesses, civic and community organizations, and the public.
- q. Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- r. Ability to administer the department training program, including accreditation with DPSST and OHA. Maintains training records for licensure, certification, and recertification.
- s. Ability to verify that fire incident reports are completed, properly entered, and sent to the appropriate destination.

PRINCIPAL DUTIES:

- a. Standard work week will consist of 40 hours. Weekends, nights, and holidays may be included in the weekly work schedule.
- b. Performs emergency response duties including duty officer as assigned under the supervision of the Fire Chief.
- c. Attends drills and other training specific to responsibilities.
- d. Maintain apparatus and equipment inventory for emergency response.
- f. Assist with new member orientation and training
- g. At all times, both on and off duty, conducts him/herself in such a way as to not bring discredit to Rockaway Beach Fire Rescue.
- g. Assist with creating the monthly volunteer on call schedule
- g. Assist the Fire Chief and training officer as assigned with the department training program
- h. Assist with clerical duties as assigned
- i. Perform basic housekeeping, cleaning and maintenance at the station.
- j. Take command and control of an emergency scene as needed or directed until relieved by a higher ranking official/public safety responder. Supervises emergent and non-emergent response activities by paid and volunteer personnel in a safe manner.
- k. Performs public education, inspections and training as directed

GENERAL GUIDELINES:

Essential Functions and Principal Duties are listed in no order of importance. Duties listed are representative and are not intended to serve as an all-inclusive or comprehensive list always performed by all employees. These listed functions and duties are intended to provide a representative summary of the essential duties, functions and activities of a Full-time Captain within Rockaway Beach Fire Rescue and may at times include additional duties as assigned.