

# NORTHSHORE FIRE DEPARTMENT

## JOB DESCRIPTION

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<b>Title:</b>	Training Captain	<b>Number:</b>	2430-A11
<b>Division:</b>	Training	<b>Effective Date:</b>	August 18, 2015
<b>FLSA Class:</b>	Non-Exempt	<b>Approved By:</b>	Fire Chief

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### JOB DESCRIPTION SUMMARY

Works with management to assess training needs for the fire department. Develops, coordinates, and delivers classes and training to department personnel. Has primary responsibility to ensure that fire department personnel are proficiently trained to perform their assigned tasks, meet minimum State and national standards of training and that required certifications are kept current. The work is performed under the direct supervision of the Deputy Chief, but the individual must take initiative and exercise independent judgement.

### ESSENTIAL FUNCTIONS

*Essential functions will vary according to the work environment and may include, but are not limited to, the following:*

Plans, organizes and directs the department training activities for department personnel; Communicates with others to maximize the effectiveness and efficiency of interdepartmental operations.

Works closely with the Deputy Chief to establish policies and procedures for the assigned areas of responsibility; Provides technical assistance and review for departmental policies; Coordinates training and safety needs of the department accordingly.

Develops short and long-range plans for the department and assigned areas of responsibility; Reviews and analyzes methods, equipment utilized and performance to increase program effectiveness and forecast long-term needs and commitments.

Designs compliance programs and training for hazardous materials regulations and requirements.

Attends and participates in multiple agency, professional groups, and committee meetings; Develop and deliver presentations to leadership, employee groups and others on matters related to the operations of the District.

Performs training and evaluation of suppression personnel and performs research and implements programs to ensure the Training Division operates in an efficient, effective, and safe manner.

Provide assistance, evaluate, and direct assigned employees on daily tasks and assignments. Make effective recommendations to the Deputy Chief and/or Fire Chief on related personnel actions.

Remains current on the principles, practices, and new developments in the field of fire suppression, rescue, emergency medical and hazardous materials; incorporates new developments as appropriate; creates and/or updates department training materials according to best practices.

Makes recommendations for the annual training budget to include such materials as equipment, supplies, improvements and related needs.

Responds to emergency incidents for assignment to command staff roles such as Incident Commander, Safety Officer, Division or Group Supervisor, Command Post Aide, etc.

## **KNOWLEDGE, SKILLS, ABILITIES**

### **Knowledge of:**

- Current methods, principles, techniques and practices applied to firefighting, fire behavior, hydraulics, fire inspection, natural or man-made disasters, operation and maintenance of firefighting equipment and working knowledge of fire extinguishing systems, fire prevention methods and fire safety and related fields;
- Principles and practices of first aid including EMT training;
- Traffic laws, ordinance and regulations involving equipment operation and basic knowledge of Federal, State and District regulations, and procedures;
- Hazards of chemical properties of a variety of materials and ability to recognize environmental and workplace hazards, and implement safeguards to prevent accident or injury to employees or damage to District facilities and/or equipment;
- Current computer applications utilized by the District and utilize applications to perform and complete tasks and/or requirements of the job and ability to learn and apply new technologies and skills;
- Basic report preparation with proficient spelling and grammatical skills; certain duties require creativity.

### **Skill in:**

- Effectively handle difficult or sensitive issues, using professionalism and an understanding of organizational culture;
- Interacting with others using tact, patience and courtesy;
- Using interpersonal and problem solving skills, including anticipating, analyzing, diagnosing and resolving problems;
- Using initiative and independent judgment within established guidelines;
- Delivering effective instructor-led training, both formal and informal, to various audiences and ability to effectively present information to moderate size groups.

### **Ability to:**

- Understand, interpret and apply documents such as operating instructions, applicable policies, procedures, fire codes, adopted ordinances and safety rules;
- Perform current EMS policies and procedures and their written location in effect in King County;
- Maintain confidentiality;
- Learn and possess working knowledge of geography and street locations of District response areas;
- Perform under considerable stress while confronted with emergency situations related to the job of a Training Captain;
- Plan, assign, supervise, and review the work of assigned company;
- Maintain and establish effective and cooperative working relationships with District employees, public and public officials and to work effectively in a team environment;
- Adapt to changes in the work environment and to shifts in organizational philosophy and expectations;
- Conduct oneself in a professional manner as defined by District policy;
- Carry out special and general assignments requiring organization and development of procedures without direct supervision;

- Complete comprehensive work assignments and meet deadlines;
- Communicate in English clearly, concisely, and effectively, both orally and in writing;
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals;

### **SUPERVISORY RESPONSIBILITIES**

This position provides technical support to operations personnel involving the daily activities of the training division; may also direct operations personnel at the scenes of fires, disasters, or other emergency incidents; may supervise assigned employees in training division.

### **EDUCATION/EXPERIENCE**

- A high school diploma or equivalent is required; Associate degree in Fire Science or related field preferred.
- At least 1 year experience as a Lieutenant with the District.

### **CERTIFICATES AND LICENSES**

- A valid Washington State Driver's License is required.
- Washington State Emergency Medical Technician (EMT) certification is required.
- Fire Instructor I certification is required.

### **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 regularly required to talk and hear; use hands or fingers to handle and feel; and use the telephone and computer while communicating with internal and external clients. Requires sufficient manual dexterity and visual acuity to operate a personal computer and other standard office equipment. Employee will sit for several hours each day but will also need mobility and ability to stand and walk continuously for periods of time, and reach with hands and arms. Employee may need to lift up to 20 pounds on occasion. This position may require the employee to work under stressful conditions due to deadlines and time constraints.

This position may require the employee to perform strenuous work seldom, for extended periods of time, while performing some or all of the following:

- Wear a respirator (SCBA);
- Wear and/or carry over 50lbs of protective clothing/equipment;
- Work in an overheated, extreme cold or wet environments;
- Work under adverse or stressful conditions.

### **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.*

The work area is a typical office setting with frequent travel to various locations to attend meetings and/or perform department activities; may include responding to emergency scenes. The noise level in the work environment is usually moderate, but may reach extremes where hearing protection is required. From time to time work will require operations in an outdoor setting, in a variety of weather, terrain and noise conditions.

## **SPECIAL REQUIREMENTS**

- Requires ability to pass a pre-employment drug screening examination and any subsequent testing.
- Requires ability to pass a comprehensive background check.
- Employee must be insurable under the District's existing vehicle and umbrella liability insurance carrier.
- Employee must meet the medical and physical requirements as specified in NFPA 1582, the Washington State Administrative Code, WAC 296 305 Safety Standards for Firefighters and WAC 296-842 Respirators.