



POSITION DESCRIPTION

Core Values → ESPRIT de Teton County

*E*xceed expectations; offer options not obstacles

*S*ervant leadership through initiative

*P*ositively professional

*R*espect for all people, places and things

*I*ntegrity in every word and act

*T*eamwork for the good of the w“hole”

TITLE: Captain - Career
DEPARTMENT: Fire/EMS Department

LAST UPDATED: Oct 2014
FLSA STATUS: Non-Exempt

FLSA designation cannot be assigned to a job class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designations included on the job description are for general administrative guidelines.

SUMMARY:

Under basic supervision, acts as Shift/Station Officer for Jackson Hole Fire/EMS (JHFEMS). Fire Captain is responsible for administrative oversight of assigned station, equipment, apparatus, and all activities pertaining to such within his/her station. Responsibilities are to assume command and exercise control at emergency incidents; supervise emergency operations by directing resource deployment; provide performance evaluation and assessment of special training needs; and coordinate, schedule, and direct equipment and apparatus maintenance activities. The Fire Captain's authority excludes operational activities across shifts or stations.

PRIMARY DUTIES AND RESPONSIBILITIES:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Serves as Shift/Station Officer on a rotating shift assignment; oversees operations, and supervises staff for emergency response, infrastructure maintenance, training, and Emergency Medical Services (EMS) activities.
- Acts as incident commander for emergency service calls, and coordinates member responses.
- Supervises fire and emergency services members at emergency scenes according to JHFEMS guidelines; coordinates response to stabilize and control emergency incidents; prioritizes emergency medical responses, and mitigates hazards, emergency situations, and hazardous materials incidents.
- Supervises membership; assigns tasks and projects; assures appropriate training is provided; verifies emergency response teams are physically fit, trained, and ready for duty, and are accountable for duties and responsibilities assigned.
- Coordinates the management and maintenance of facilities, equipment, and apparatus; supervises scheduled preventive maintenance and repairs; supervises cleaning and maintenance of JHFEMS facilities, apparatus, tools, and equipment as assigned.
- Tracks operational data and activities; updates training, equipment, and personnel records; assists with administrative duties, and develops reports as needed.
- Continuously updates knowledge of City/County geography, streets, building locations, and special hazards of designated facilities, to assure that firefighting activities are accomplished in a fast, effective, and safe manner.
- Assures project deadlines and performance standards are met.
- Maintains the integrity, professionalism, values and goals of Jackson Hole Fire/EMS by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Teton County staff and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and County staff; maintains confidentiality of work-related issues and County information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Associate's Degree in Fire Science; **AND** five years as a firefighter/EMT, preferably with JHFEMS; Paramedic preferred; **OR** equivalent combination of education, training, and experience with emphasis on combination department leadership.

Required Licenses and Certifications:

- Must possess a valid Wyoming/Idaho Class B Driver's License and maintain an acceptable driving record.
- Fire Officer I Wyoming Certification.
- Firefighter II Wyoming Certification.
- Advanced Emergency Medical Technician license from Wyoming Department of Health; Paramedic/Emergency Medical Technician preferred (EMT/P).
- Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS).
- ADO/NWCG Engine Boss or ability to obtain within 2 years.
- NIMS ICS-300
- Additional technical skills training and certifications may be required.

Required Knowledge of:

- County policies and procedures, and state and federal regulations governing emergency services agencies.
- JHFEMS Standard Operating Procedures, guidelines, and policies.
- Tactics for management and deployment of personnel, equipment and other resources in emergency situations.
- Principles and practices of modern fire suppression and prevention.
- Knowledge of professional protocols and practices in emergency medical care and patient treatment.
- Procedures and equipment used in modern firefighting and emergency medical response.
- Operational characteristics of specialized fire suppression apparatus, vehicles and equipment.
- Federal, state, and local codes and regulations.
- City and County geography, traffic patterns, and the location of streets, landmarks, and buildings.

Required Skills in:

- Using initiative and independent judgment within established procedural guidelines, while assuring compliance with JHFEMS goals and objectives.
- Assuming incident command responsibilities, and coordinating firefighting, rescue, and emergency medical services under complex emergency conditions.
- Making independent decisions, maintaining composure, and working effectively under emergency situations.
- Recognizing the construction, contents and occupancy of buildings and other emergency incident scenes in order to apply appropriate firefighting, rescue, and emergency medical techniques.
- Managing the maintenance and repair of firefighting facilities, vehicles, and equipment.
- Establishing and maintaining effective working relationships with co-workers, and working as a team member with other emergency services agencies.
- Operating and maintaining computer and communications equipment.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands/Work Environment:

- Work is performed outdoors and indoors at emergency incident sites, and in fire station facilities; consisting of long and/or irregular hours in uncontrolled environment and terrain; may be exposed to environmental fumes, hazardous chemicals, communicable diseases, extreme temperatures, and potential physical harm. Must maintain a level of physical fitness to meet Department standards.