Job Description

Captain

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Assistant Fire Chief or designate Chief Officer

TITLE OF IMMEDIATE SUBORDINATES: Lieutenants, Volunteer Firefighters

DEPARTMENT: Fire & Emergency Services

SUMMARY OF POSITION:

Under the direction of the Fire Chief or designate Chief Officer, a Captain is responsible for implementing the organizational goals and direction of the Volunteer Fire Department in order to ensure that the loss of life, property or injury as a result of an emergency incident is prevented and/or minimized.

The Captain reports to the Fire Chief through the Deputy Fire Chief or Assistant Fire Chief. The Captain is responsible for directing the activities of volunteer fire fighters under his/her control and assumes command at an emergency incident until relieved of command at the discretion of a Chief Officer. The Captain ensures that a safe response to all incidents is a priority and that the response is appropriate to the resources at hand. The Captain directs the activities of volunteer fire fighters at an emergency incident as assigned within the incident command structure. The Captain ensures that firefighting equipment and fire department property are in good working order.

Officers are expected to remain proficient in all firefighter-level responsibilities, including fire suppression, rescue, equipment operation, training, and station maintenance. Officer duties include both leadership responsibilities and the ability to perform the full scope of tasks carried out by members across the firefighter ranks to support effective operations.

ROLE AND RESPONSIBILITIES:

1. Carries out supervisory responsibilities in accordance with the organization's policies and procedures
    - Knowledge of the RDCK Standard Operating Guidelines (SOG)
    - Working knowledge of the organization, functions, policies, rules, methods and regulations

2. As assigned by a Chief Officer is responsible for training and directing the activities of volunteer fire fighters in order to ensure that trained fire fighters are available to respond to an emergency incident.
   Main Activities:
    - Conducts orientation sessions with new volunteer fire fighters.
    - Conducts training sessions with volunteer fire fighters.
    - Evaluates the performance of volunteer fire fighters.

- Ensures volunteer fire fighters adhere to occupational health and safety regulations.
- Provides a positive work environment that supports a high level of moral among volunteer fire fighters.
- Reports disciplinary issues to the Deputy Fire Chief.

3. As directed by the Fire Chief/Deputy Fire Chief conducts inspections of fire fighting equipment to ensure appropriate equipment is available as required.
   Main Activities:
   - Co-ordinates and conducts inspections of equipment apparatus in line with the fire departments policy's.

4. Assumes command at the scene of all emergency incidents until relieved of command at the discretion of the Deputy Fire Chief/Fire Chief to ensure a safe, effective and controlled response.
   Main Activities:
   - Ensures Passport Accountability is being used
   - May complete the Incident Action Plan (IAP), 360 size up and report these to dispatch
   - Ensures effective command and control techniques are in place at the scene of an emergency incident.
   - Ensures that fire fighters are responding in a safe and appropriate manner.
   - Reports suspicious activity or unusual events at the scene of a fire to Incident Command.

5. On emergency scenes, the Captain may be assigned a functional role, which is referred to as a Team Leader. As a Team Leader a specific function on an emergency scene may be assigned. Some examples of these may include;
   - Team Leader ventilation
   - Team Leader traffic control
   - Team Leader confine and extinguish
   - Team Leader water supply, and so forth.

6. Complete administrative tasks as required and as directed by the Deputy Fire Chief/Fire Chief.
   - Completes incident reports.
   - As required by a superior officer provides oral/written reports on fire department activities.
   - Assists with the orientation sessions with new volunteer fire fighters.
   - Supports training sessions with volunteer fire fighters.
   - Monitors the performance of volunteer fire fighters.
   - Ensures volunteer fire fighters adhere to occupational health and safety regulations.
   - Supports a positive work environment that brings a high level of moral among volunteer fire fighters.

7. Other Duties as directed or requested by the Fire Chief or designate Chief Officer.

8. Demonstrates the RDCK Values; Health & Safety, Integrity, Accountability & Respect

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of firefighting techniques and practices
- Understanding of the Structure Firefighters Competency and Training Playbook
- Firefighting training programs including fire fighter safety Emergency response techniques
- Understanding of the Incident command system
- Knowledge of the RDCK Health & Safety Program
- Knowledge of the RDCK Standard Operating Guidelines, Bylaws and Policies;
- Knowledge of Health and safety hazards related to emergency and non-emergency operations
- The ability to help educate personnel regarding the significance of accident prevention and personal wellness using verbal & written communication skills
- The ability to respond quickly and use good judgment under stress in adverse conditions
- Constantly work to ensure a safe, positive working atmosphere.
- Assist with special projects , purchases and acquisitions
- The ability to assist with the minor maintenance of equipment
- Monitor the safety of all scenes & training activity on an ongoing basis
- The ability to deal effectively with people in difficult situations
- Decision, analytical and problem solving skills
- Maintain standards of conduct

REQUIRED QUALIFICATIONS AND CERTIFICATIONS:

- Minimum completion of all RDCK Truck Ready, Exterior and Interior requirements.
- NFPA 1001 FF2
- NFPA 1041 Fire Service Instructor 1
- Minimum of Team Leader or other Fire Officer Training (NFPA 1021 Fire Officer 1 standard preferred)
- ICS 200 preferred
- Train to the Structure Firefighters Competency and Training Playbook Standards of declared Fire Hall level
- Valid BC Drivers License appropriate to the class of vehicle being operated
- Satisfactory Criminal Record check and Drivers abstract

The Captain would normally attain the required knowledge, skills and abilities through completion of Fire Fighting training with several years of related firefighting experience. The incumbent will have a minimum of 3 years of Firefighting service, and 1 year supervisory experience in emergency and command control situations.

The Captain will work towards developing themselves and meeting the current NFPA 1021 Fire Officer 1 standard, which is equivalent to certification as a Captain.

The incumbent must possess and maintain a valid B.C. Driver's License appropriate to the class of vehicle being operated and an acceptable driving record.

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

Employee Name	Employee Signature	Date
Employer Representative Name	Employer Representative Signature	Date