

ORGANIZATIONAL MANUAL



VOLUNTEER OPERATIONS CAPTAIN

Non-Compensated, Non-Represented

Section P
PERSONNEL
Procedure P-5V

Position Summary:

The role of Operations Captain includes performing duties at incident scenes as the Incident Commander, officer in charge of a station or company, and/or duties and functions assigned by the Incident Commander or Fire Chief. The Operations Captain will provide input in the selection process and probationary period of new hires and during the probationary period of newly promoted officers. The Operations Captain may request or be assigned additional, specialized duties from the Deputy Fire Chief.

Supervision Received:

The Operations Captain will always follow the Chain of Command. In the absence of the Assistant Chief or Deputy Chief, the Operations Captain will report directly to the Fire Chief.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

Supervision Exercised:

The Operations Captain will:

- Supervise the operations and safety of any crew tasked or assigned to them by the Duty Officer/Incident Commander within the District or at an incident scene.
- Serve in a supervisory capacity for personnel at all levels below Operations Captain.
- Lead by example (i.e. attention to duty, completing reports in a timely manner, attendance at drills, teamwork, positive attitude, participation in volunteer firefighter activities, etc.) and must be self-motivated and willing to function as an integral part of Philomath Fire & Rescue's emergency services team.
- Be a role model and reflect the organization's policies, procedures, mission and vision to all internal and external constituents.
- Oversee the performance of apparatus checks and other projects around the District.

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- Assist with the training of personnel at regular and specialized training sessions.
- Provide communication, direction, guidance, and coaching to others at all times.

The Operations Captain is the first step in the chain of command for Firefighters and Lieutenants. As such, they should attempt to resolve minor issues at the lowest possible level. Operations Captains will advise the Deputy Chief or Assistant Chief (non-compensated staff) on all personnel issues brought to their attention, actions taken, or recommended actions that need to be taken. The Operations Captain should not attempt to resolve issues when they are major, or they are personally involved. These issues shall be referred to the Deputy Chief or Assistant Chief (Non-compensated staff).

Essential Job Duties:

- Possess an in-depth knowledge of personnel management, training techniques, hazardous material mitigation, and fire suppression principles, practices and methods. Determine actions to be taken at emergency incident scenes and deploy personnel and apparatus as necessary. Direct response routes to be used by responding units and determines the need for additional resources at incident scenes.
- Direct the operation of apparatus, equipment or personnel assigned to them at incident scenes.
- Establish a position to observe and evaluate scene safety and operational effectiveness when a Lieutenant is in command. Operations Captains shall assume command from a Lieutenant or Firefighter as they deem necessary.
- May serve as a Duty Officer; Operations Captains respond directly to the incident scene and establish Incident Command. During this assignment, may take a department vehicle home for response purposes.
- Provides input for Lieutenant Evaluations.
- Assist the Deputy Chief by conducting business inspections and pre-fire surveys.
- Other duties as assigned by the Deputy Fire Chief or Assistant Fire Chief (volunteers).

This list of duties is not intended to be exhaustive; additional related duties, as necessary, may be added by the Fire Chief.

Contact with others:

A Operations Captain shall:

1. Work with the general public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Deputy Fire Chief.
2. Act as a liaison with agencies and organizations at the direction of the Deputy Fire Chief.
3. At all times reflect a professional image of Philomath Fire & Rescue.

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Knowledge, Skills, and Ability to:

- Meet all requirements of a Fire Lieutenant P-6.
- Remain in good standing within the department.
- Meet a minimum of three years' fire service experience.
- Complete a mentoring / probationary period, including Acting In Capacity, the length of which will be determined by the Fire Chief on an individual basis.
- Maintain an Oregon Drivers License that meets District requirements.
- Exhibit a thorough knowledge of the fire district including the rules, regulations, procedures, and Operational Guidelines governing the district.
- Exhibit a working knowledge of hazardous materials control and containment procedures, structural fire suppression strategy and tactics, and wildland firefighting strategy and tactics.
- Should participate in the training programs and be skilled in training others in the performance of specific tasks.
- Must possess the ability to analyze emergency conditions and make safe, decisive, effective, and reasonable courses of action.
- Exhibit an in-depth knowledge of the fire suppression resources of the district and surrounding fire service agencies.

Required Certifications:

As a condition of employment, the following certifications or licenses must be maintained.

- Requirements of Lieutenant as outlined in P-6.
- Fire Officer I
- NWCG Engine Boss
- NFPA Mobile Water Supply
- Minimum of six (6) years prior fire service experience

Any combination of experience and training that provides the required skills, knowledge, and abilities may be substituted for the above at the discretion of the Fire Chief with input from the Officers.

Preferred Certifications:

- OHA Advanced EMS Certification (Advanced, Intermediate, or Paramedic)
- Fire Officer II
- Instructor II
- ICS 300 & 400
- Other specialized courses / training that are in areas of their specific interest that benefit the District.
- One (1) year with Philomath Fire & Rescue

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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 accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical.

Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires operation of heavy machinery including large fire apparatus. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladder. Specific vision abilities required of this position include the ability to adjust focus and read street and road signs while driving.

Mental/Cognitive Demands:

Work involves multiple tasks that change frequently and requires sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Work Environment:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

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Availability of the volunteer and the needs of the District will determine hours worked.

Occasionally, this position may require you to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief.

Selection Guidelines:

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period.