

CITY OF UNALASKA  
Position Description

Job Class: <b>Non-Exempt</b>	Job Title: <b>Senior Fire Captain</b>
Supervisor: <b>Fire Chief</b>	Department: <b>Public Safety</b>
Wage Grade: <b>11</b>	Full Time / Part Time: <b>Full Time</b>
Probationary Period: <b>One (1) Year</b>	Union: <b>PSEA</b>
<b>DEPARTMENT REVIEW</b>	
Submitter By: <b>Zac Schasteen</b>	Date: <b>12/10/2015</b>
Reviewed By: 	Date: <b>12/15/15</b>
HR Approval: <b>Kelly Stiles</b>	Date: <b>12/14/2015</b>

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES

**Formal application, rating of education and experience; oral interview, evaluation of writing samples, successful completion of pre-employment drug screening, and reference/background checks.**

**The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.**

**This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

When was the last time this position description was updated?  
**December 9, 2015.**

What is the overall purpose and objective of this position (why does this position exist)?  
**The Senior Fire Captain is responsible for the protection of life and property by performing firefighting duties, administering emergency aid, mitigating hazardous materials situations, acting as the Division's training officer and performing fire prevention duties. The position is responsible for maintaining and supervising the basic maintenance of Fire and EMS apparatus, equipment and facilities. The position is responsible for oversight of Fire & EMS specific functions; to include-acting as a liaison between the City and various local and state agencies and supervising the Fire Captain positions.**

Explain the level of supervision received:  
**Receives direct supervision from the Fire Chief.**

Explain the level of supervision this position exercises:

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**Sharing responsibility with the Fire Chief, this position is responsible for training and oversight of the Fire and EMS division to include two (2) full time Fire Captains, two (2) volunteer Fire Captains and approximately 30 volunteer firefighters and EMTs.**

ESSENTIAL DUTIES AND RESPONSIBILITIES

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility of or the main functions of the job.

- 1. Responsible for the scheduling, administration, and oversight of a volunteer/professional Fire & EMS operation.**
- 2. Functions in a supervisory EMT capacity in response to ambulance requests.**
- 3. Responsible for supplying ambulances with required operational equipment and supplies. Fire Chief is contacted to approve expenditures.**
- 4. Develops, plans, schedules, and conducts medical training and fire programs for Emergency Responders, City Departments, and the general public.**
- 5. Functions as the department liaison with Department Sponsoring Physician, Iliuliuk Clinic and other related local, state, and Federal Emergency Medical Departments.**
- 6. Responsible for Annual Certification of Ambulance Service, Fire Department and required State and Federal reports.**
- 7. Responsible for department compliance with applicable fire and emergency medical rules, regulations and laws.**
- 8. Performs other related duties as assigned.**
- 9. Functions as a Firefighter / Command Officer in response to fire incidents.**
- 10. Supervise two paid Fire Captain positions and two volunteer Fire Captain positions by assigning tasks that relate to the daily operations of UDPS.**
- 11. Completes annual and probationary employee performance evaluations for the positions which are supervised.**
- 12. Assists the Fire Chief in the management of the Fire/EMS division.**

Does this position have access to confidential information? If so please provide detail.

**Yes, the Senior Fire Captain will have access to names and information concerning emergency medical services and treatment and information accessible through Public Safety records.**

Does this position have access to or handle City funds? If yes, please provide detail.

**Yes, the Senior Fire Captain recommends expenditures for operational supplies and department budget.**

Is it important to this position that the incumbent be able to communicate fluently in English? If yes, please explain.

**It is important that the incumbent be able to communicate fluently in English. This position interacts with the other members of the Fire Department, Public Safety, City employees and the general public. Report writing skills and experience working with word processing computers is essential and is done in both written and spoken English.**

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What are the minimum qualifications necessary for this position? Education and Experience:

1. **Alaska EMT I Instructor certification must be obtained within one year of employment.**
2. **IFSAC or Alaska Firefighter I certification.**
3. **IFSAC or Alaska Fire Instructor I certification**
4. **Must be able to obtain a valid Alaska Driver's License.**
5. **Three (3) years' experience as an Alaska certified EMT I or higher; or National Registry EMT or higher in the pre-hospital provider field.**
6. **Three (3) years' experience with a paid and / or volunteer Fire Department as a firefighter.**
7. **High School diploma or equivalent.**
8. **Basic Life Support Instructor certification or equivalent must be obtained within one year of employment.**

What are the preferred qualifications for this position?

1. **Experience organizing and supervising fire service volunteers and paid staff is preferred.**
2. **One (1) year of experience as a volunteer Fire Department's or EMS agency's Training Officer.**
3. **Emergency Medical Technician III.**
4. **College level course work preferred.**
5. **Five (5) years' experience as a certified Fire Instructor I.**

List the knowledge, skills, necessary training, and abilities to qualify for this position.

1. **Knowledge of firefighting and EMS procedures, practices and techniques.**
2. **Knowledge of testing, maintenance, inspection and operation of fire department apparatus, equipment and tools.**
3. **Ability to work effectively with the public in a courteous, efficient, and professional manner.**
4. **Ability to establish and maintain productive working relationships with the City of Unalaska staff, the public, vendors, and agencies.**
5. **Strong written and oral communication skills, problem-solving skills, and interpersonal skills.**
6. **Ability to maintain professionalism under pressure.**
7. **Ability to complete assigned tasks and supervise employees.**
8. **Ability to operate a motor vehicle.**
9. **Ability to teach topics such as Basic Life Support (or equivalent), EMT, Firefighter courses and Hazardous Materials Courses.**

List any required technical skills (typing, computer skills, diesel mechanics, etc.).

1. **Working knowledge of personal computers in addition to word processing and database software.**
2. **Working knowledge of office practices, procedures and equipment.**
3. **Working knowledge of Microsoft Office suite of products.**
4. **Working knowledge of Public Safety communication systems (radios).**
5. **Strong organizational skills.**

Check any of the following factors that are important to successful performance in this position:

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Problem Solving: X	Bilingual:
Analytical Ability: X	Interpersonal Skills: X
Problem Solving: X	Dexterity: X

Describe the requirements of this position, which make these factors important:

**Must be able to face problems under stressful conditions and be able to use common sense and good judgment in absence of supervisor. Expected to use analytical skills, communication skills, and dexterity to help in stressful situations where time is critical. The Senior Fire Captain works on a daily basis in an environment in which they must interact with subordinates, police officers, other staff and the public. These daily interactions must always be positive to meet department and City of Unalaska goals and directives.**

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail:

**Alaska certification as an EMT I, EMT I Instructor, Fire Fighter I, Fire Instructor I; a valid Alaska Driver's License, and certification as a Basic Life Support (or equivalent) instructor are required. Position is required to successfully complete a drug test prior to beginning work. All required certifications and licenses must remain current for the duration of employment.**

NOTICE

If selected for hire, appointment in this position will be conditional based upon a current Department of Motor vehicles driving record documenting an acceptable driving record.

WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted (i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? If yes, please explain:

**Yes, the Senior Fire Captain occasionally works in extremely hazardous conditions. Extreme effort is often required in dealing with fire or other dangerous elements. The work environment is often extreme with long hours, working in inclement weather to include cold, heat, wind, rain, snow. In addition to night work, working in high noise areas, around moving parts and machinery, in elevated places. Occasionally exposed to noxious fumes, airborne particles, blood and airborne pathogens, toxic or caustic materials, risk of electric shock, vibration and working in confined spaces. Emergency or non-traditional work hours are often necessary.**

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check the physical demands that apply and describe job responsibilities which are physically demanding.

1. Strength
  - 1.1. Standing: X
  - 1.2. Walking: X
  - 1.3. Sitting: X
  - 1.4. Lifting: X      **150lbs Working with Fire & EMS equipment and emergency response.**
  - 1.5. Carrying: X      **80lbs Working with Fire & EMS equipment and emergency response.**

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1.6. Pushing:	<b>X</b>	<b>200lbs Working with Fire &amp; EMS equipment and emergency response.</b>
1.7. Pulling:	<b>X</b>	<b>200lbs Working with Fire &amp; EMS equipment and emergency response.</b>
2. Climbing		
2.1. Ladders:	<b>X</b>	<b>Working with Fire &amp; EMS equipment and emergency response.</b>
2.2. Stairs:	<b>X</b>	<b>Working with Fire &amp; EMS equipment and emergency response.</b>
3. Human Kinetics		
3.1. Reaching:	<b>X</b>	<b>Working with Fire &amp; EMS equipment and emergency response.</b>
3.2. Handling:	<b>X</b>	<b>Working with Fire &amp; EMS equipment and emergency response.</b>
3.3. Stooping:	<b>X</b>	<b>Working with Fire &amp; EMS equipment and emergency response.</b>
3.4. Kneeling:	<b>X</b>	<b>Working with Fire &amp; EMS equipment and emergency response.</b>
3.5. Crouching:	<b>X</b>	<b>Working with Fire &amp; EMS equipment and emergency response.</b>
3.6. Crawling:	<b>X</b>	<b>Working with Fire &amp; EMS equipment and emergency response.</b>
4. Sensory		
4.1. Speaking:	<b>X</b>	<b>Working with Fire &amp; EMS equipment and emergency response.</b>
4.2. Hearing:	<b>X</b>	<b>Working with Fire &amp; EMS equipment and emergency response.</b>
4.3. Seeing:	<b>X</b>	<b>Working with Fire &amp; EMS equipment and emergency response.</b>
4.4. Depth Perception:	<b>X</b>	<b>Working with Fire &amp; EMS equipment and emergency response.</b>
4.5. Color Vision:	<b>X</b>	<b>Working with Fire &amp; EMS equipment and emergency response.</b>

**HISTORY SUMMARY**

- November 2000 -** Job Class was changed on page 1 from Exempt to Non-Exempt. Job Title was changed on page 1 from EMS Coordinator to EMS Training Coordinator. Probationary period was added to page 1. Date on page 1 was changed to reflect review and changes to job description. Drug testing language has been changed. A valid Alaska driver's license is included in the legal requirements. "All required certifications and licenses must remain current for the duration of employment" added.
- May 2003 -** Removed incumbent, changed signature blocks, updated format.
- March 2005 -** Changed supervisor from the Fire Chief to the Director of Public Safety as outlined in 2.44.120. Removed random drug testing language.
- January 2011 -** Changed job title to Senior Fire Captain; changed supervisor to Fire Chief; added additional certifications and fire specific responsibility; added more specific language concerning working environment
- December 2015 -** The supervisory duties of supervising the two paid Fire Captain positions and two volunteer Fire Captain positions were added in addition to the requirement of being the division's training officer. The requirement to have or obtain certification in IS-700, ICS-100, and ICS-200 was added. The requirement to have an Alaska Fire Instructor I and to have had it for a minimum of five (5) years was added. The requirement to have a Basic Life Support Instructor

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certification or equivalent was added. The requirement to have a minimum of one (1) year of experience as a volunteer Fire Department's or EMS agency's Training Officer was added. The ability to teach topics such as Basic Life Support (or equivalent), EMT, Firefighter courses and Hazardous Materials Courses was added as a qualification for the job. Clarification that the City would recognize an IFSAC or National Registry of EMTs certificate in lieu of an Alaska certificate was added. The requirement to have an Alaska EMT II was downgraded to the requirement to have an Alaska EMT I certificate. The requirement to have five (5) years of experience as an EMT I was downgraded to three (3) years of experience. The requirement to have an Alaska Level III Fire Extinguisher Technician certificate was removed.