

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Fire Captain/EMT	BAND/LEVEL:	MGT III
DEPARTMENT:	Fire Department	JOB NO:	5130
DIVISION:	Operations	DATE:	4/16/2014
REPORTS TO:	Fire Battalion Chief	FLSA STATUS:	E
FULL-TIME:xxx _____	PART-TIME: _____	TEMPORARY: _____	COST CENTER: 282

REPLACES: Fire Captain/EMT

DATE: 9/1/2007

JOB SUMMARY STATEMENT:

Performs supervisory and managerial work as a fire department station officer under the direction of the Fire Battalion Chief or other assigned Chief Officer. Plans, schedules, supervises and manages work assignments; responds to emergency incidents; participates in management of emergency fire/rescue operations and emergency medical services; directs cleaning and maintenance of quarters and equipment; and participates in fire and injury prevention programs, community relations and public education activities

DUTIES AND RESPONSIBILITIES:

1. Plans schedules, supervises and manages work assignments for fire department personnel at an assigned fire station.
2. Responds to and manages emergency incidents; performs risk assessment, develops incident action plans and makes critical decisions regarding strategic or tactical objectives necessary to keep life and property loss to a minimum until relieved.
3. Participates in the management of emergency rescue operations and the provision of emergency medical services; instructs, drills and evaluates fire department personnel in fire fighting, rescue, and medical care methods, techniques and related subjects. Confers with, coaches, counsels, and disciplines subordinate supervisors and employees as necessary.
4. Plans and directs the cleaning and maintenance of quarters, apparatus and equipment at fire stations; inspects personnel, ensures readiness, maintains discipline; and prepares or directs the preparation and maintenance of necessary records and reports.
5. Supervises and participates in preplanning business establishments, churches, schools, and other buildings
6. Participates in fire and injury prevention programs and other public education activities by speaking to businesses, schools, clubs, and a variety of citizen groups in order to promote public awareness and the interest of fire and injury prevention. Talks to residents, business owners, students, and community groups, performing public education fire prevention programs, demonstrations, and presentations in conjunction with the Prevention Division and/or Fire Inspector.
7. Reviews reports and rosters submitted by personnel for accuracy, completeness, and quality assurance.
8. Assists with the development and facilitation of a continuing program of training and instruction, including attendance at scheduled drills and classes.
9. Assumes the responsibilities of the Fire Battalion Chief in his/her absence.
10. Performs departmental staff functions on days as program requirements may warrant.
11. Assists with the development and conducting of hiring and promotional processes.
12. Performs other duties as directed or required.

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13. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization whom interaction is required to accomplish work and employer goals.
14. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

High school diploma or GED is required. An Associate's degree in Fire Science is required. Must possess a valid driver's license and maintain an insurable driving record.

Preference is given to those employees with a Bachelor's degree in Fire Science or a related field. Applicability of a degree in a related field will be determined by senior management.

Medical certification required for use of Self-Contained Breathing Apparatus. Successful completion of required courses in modern firefighting response activity, fire administration, instruction and supervision based on the equivalency of NFPA 1021 Fire Officer Professional Competency Level II, NFPA 1041 Fire Service Instructor Professional Competency Level III, NFPA Fire Department Safety Officer requirements and NFPA 472 Hazardous Materials Competencies for First Responder at the Awareness and Operational Level. Must be EMT and AED certified by the Kansas Board of EMS.

EXPERIENCE:

Minimum of five years full-time employment with the Overland Park Fire Department, in the position of a Fire Lieutenant, Firefighter or Fire Medic, with at least one year as a Fire Lieutenant. Two years supervisory experience preferred.

SKILLS:

1. Good oral and written communication
2. Ability to write clear and concise reports
3. Presentation skills
4. Skilled in the application of fire fighting, rescue and emergency medical techniques and methods.

MENTAL REQUIREMENTS:

1. Knowledge of modern fire fighting and rescue principles, practices, and methods of fire fighting.
2. Knowledge of departmental procedures, rules and regulations.
3. Knowledge of the operations of the various types of apparatus and equipment used in fire fighting activities, together with the ability to supervise the effective use of such equipment and apparatus.
4. Knowledge of the general type of construction and usage in the service area, as well as the principal buildings in the area.
5. Knowledge of the geography of the Department's service area, including fire hydrant and street locations.
6. Ability to plan, organize and direct fire service activities on an assigned shift or with specialized program assignment.
7. Ability to read, understand, adhere to and implement departmental orders, bulletins, directives, memorandums and policies.
8. Ability to analyze situations quickly and objectively, and to determine proper courses of action.
9. Ability to establish and maintain positive, effective working relationships with supervisors, subordinates, and the public.
10. Ability to communicate effectively, orally and in writing.
11. Ability to maintain records and prepare reports.
12. Ability to train and guide others
13. Ability to carry out oral and written instructions and to react quickly and calmly in making decisions under extreme emergency conditions.
14. Ability to observe, document, and to fairly appraise the activity and performance of assigned subordinates.
15. Ability to function in life/death situations relying on sight, hearing, smell and touch to make critical decisions while maintaining safety of others/self; acknowledge associated risk of bodily injury/death in performance of duties.

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PHYSICAL REQUIREMENTS:

1. Must pass Overland Park Fire Department physical requirements with a minimum result of good.
2. Ability to crawl, run, climb, crouch, bend, stoop, twist, reach, contort, and lift up to 160 lbs. while wearing heavy protective gear weighing about 50 lbs.
3. Ability to work in extreme temperatures and adverse weather conditions.
4. Exposure to fire, smoke, bodily fluids, noise, potentially hazardous materials, dangerous animals; hazards of emergency driving; hazards associated with traffic control and working in and near traffic; natural and man-made disasters; and hazardous materials incidents.
5. Ability to work 100' above grade and in confined spaces

SAFETY REQUIREMENTS:

1. Must not pose a direct threat or significant risk of substantive harm to the safety or health of himself/herself or others.
2. Must be committed to a high standard of safety and be willing and able to comply with all of the Department's safety policies and rules. Must be willing to report safety violations and potential safety violations to the Fire Chief and/or to discipline for such violations.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct:

Fire Lieutenant
EMS Lieutenant

Indirect:

Paramedic
Firefighter
Fire Medic

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.