

TOWNSHIP JOB DESCRIPTION

POSITION TITLE: FIRE CAPTAIN	BAND: PUBLIC SAFETY	BBP CLASS: 1
DEPARTMENT: PUBLIC SAFETY	SUPERVISOR: Public Safety Director	ACCOUNTABILITY: Public Safety Director
NAME:	ISSUE DATE:	PAGES 3

POSITION SUMMARY:

Under general direction of the Public Safety Director and Volunteer Fire Chiefs, the Fire Captain is responsible for all aspects of the day-to-day administration, operation and supervision of the Township's Public Safety Officer Program, including Fire Training. Including, but not limited to, scheduling, planning, coordinating and implementing fire and/or emergency medical training of the Township's volunteer and career staff. This is an exempt position.

ESSENTIAL FUNCTIONS OF THE JOB:

The following duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Will be required to perform additional duties as assigned:

Manages and supervises the daily activities of the fire related Public Safety Department programs, functions, personnel and apparatus under the guidance of the Public Safety Director and Volunteer Fire Chiefs.

Handles administrative and supervisory duties over personnel assigned to them making detailed work assignments, reviewing completed work, evaluations, as well as work in progress.

Reports infractions of work rules and polices to the Public Safety Director in writing while immediately addressing infractions of safety rules and policy as appropriate.

Assists the fire company Volunteer Services Coordinator in managing the recruitment and retention of fire service volunteers functioning as a Co-Coordinator. In this role, works with the fire company Volunteer Services Coordinator in developing and implementing volunteer and live-in recruitment programs. Additionally, makes recommendations concerning these programs to support retaining existing volunteers and live-ins while supporting the fire company's live in program by acting as the "Live-in Program Co-Coordinator."

Performs administrative duties to include but not limited to ensuring compliance with policies and procedures; review operations; prepare written and oral reports; maintain records that may require the input of data into computer software and analyzing it, and attending meetings as required.

Assists in managing and directing the daily operations and readiness of Public Safety Department's fire services responsibilities. Responds to emergent and non-emergent incidents involving fire, rescue, medical, hazardous materials, and other related calls for assistance. Assumes command and control of emergency incidents as needed or directed, or in the absence of the fire officers.

Conducts periodic inspection of quarters, uniforms and equipment, including inventory.

Assists or manages as directed with the maintenance of fire stations and equipment.

Supervises assigned personnel, schedules work assignments, and assigns fire personnel, apparatus and equipment to emergency scenes in the absence of volunteer fire officers.

Prepares annual employee performance appraisals.

Maintains records and documents for inspections, testing and training. Logs, maintains and assures quality control of incident response reports and incident reporting systems.

Assists in the formulation of Public Safety Department fire services regulations, policies and procedures.

Assists in preparation and execution of the fire budgets.

Supervises daily upkeep of the station and preventative maintenance of vehicles and equipment.

Assists in coordinating and participates in fire prevention activities.

Conducts, supervises, and coordinates training activities including Public Safety Department Homeland Security Exercise and Evaluation Program (HSEEP) compliant exercises.

Ensures that personnel maintain the job performance requirements (JPRs) necessary to maintain certifications and perform the essential tasks of the job.

Coordinates with the Township Fire Inspector for activities related to inspection and enforcement of fire codes.

Assists Code Enforcement in conducting inspections for commercial businesses and preserving the integrity of the Township's established fire codes.

Reviews permits and license applications; Assists with building and code enforcement work for proposed projects for compliance with local, state and federal requirements.

Plans, organizes and maintains pre-incident emergency response plans.

Attends and participates in Public Safety Department staff and planning meetings and other meetings as required; Attends Fire Officer Meeting and Fire Company meetings as required by the Public Safety Director and Volunteer Fire Chiefs.

Manages the Knox Box program in coordination with the Fire Company and Township Code Enforcement.

OTHER FUNCTIONS:

Efficiently operates computer equipment and software programs used by the Police, Fire, EMS and Community Development Departments.

Strives to obtain competency in accordance with employee's evaluation measures.

Performs other related duties as assigned.

QUALIFICATIONS:

- Three years of fire and rescue services experience at the supervisory, company officer level in a fire company.
- Associates Degree or Bachelor's Degree in Fire Science or related discipline preferred (Equivalent combinations of education and experience may be considered.)
- Experience in working with volunteers and in a command and coordination role.
- Knowledge of fire prevention and fire safety matters.
- Knowledge of the technical aspects of firefighting equipment and their use in fire control.
- Knowledge of the nature and behavior of fire, methods to combat fire, characteristics of various materials during combustion and the effect of extinguishing agents on various

types of fire.

- Knowledge of rescue techniques, procedures and practices.
- Knowledge of aerial operations in the fire service.
- Documented experience as a fire company supervisor in a unified command role.
- Documented National Incident Management Training to a minimum of the ICS 400 level.
- Successfully complete a physical and drug screen and any other Township requirements after a conditional offer of employment.
- Successfully pass a background investigation.
- Must be at least 21 years of age at the time of appointment to this position.
- Must live within a reasonable response time of the Township as determined by the Public Safety Director.

REQUIRED CERTIFICATIONS:

- Certifications: Required - Firefighter 1 and 2, Fire Officer I; Aerial Apparatus Practices 1 and 2; Pennsylvania or National Registry EMT B; Pump Operations 1 and 2; Basic Vehicle Rescue Technician; Hazmat Operations; Hazmat Technician (or ability to obtain certification); Fire Instructor I (or obtain certification within six months of employment).
- Combination of education, certification, and experience that demonstrates the candidate's ability to perform the duties of the position may be considered by the Public Safety Director and the Fire Chiefs.

ADDITIONAL REQUIREMENTS:

- Valid Pennsylvania Driver's License with good driving history.
- Physical fitness to perform the functions of the job.
- Physical activities include frequent standing, walking; regular kneeling, crouching, crawling, twisting upper body, climbing; Frequent lifting, dragging, and carrying of 50-250 pounds, agility, balance, coordination, endurance, hearing, speaking, vision and manual dexterity.
- Work environment includes work outdoors in cold, extreme heat, smoke, air-borne pathogens, blood borne pathogens, noise, confined working space, electrical hazards, chemicals, toxic waste, explosive materials and mechanical hazards.
- Ability to become and remain members of Township Fire Companies in good standing.
- Frequent driving is required.

END

I have read the foregoing job description and certify that I can perform all aspects of the job and meet qualifications as required by Lower Allen Township.

Employee

Date

Supervisor

Date