

	<i>Title:</i> Captain	<i>Date:</i> December 2016
	<i>Department:</i> Fire	
	<i>Classification:</i> IAFF	<i>Pay Grade:</i>

Nature and Scope of Work

The Captain reports to the Deputy Fire Chief and is responsible for the direction of fire personnel during assigned shifts. The Captain is responsible for assigning, directing and supervising firefighting, rescues, medical emergencies and related life and property protection; implementing the incident command system; making decisions regarding firefighting/rescue methods; deploying and managing personnel; ensuring safe operation of fire equipment and apparatus; and assisting with and participating in public education, community relations and fire prevention programs and activities.

The Captain assists senior officers with organizing, administering and directing overall operations of the Fire Department. The position requires the ability to communicate verbally and in writing including writing reports, ability to operate within the Incident Command System and the ability to accomplish assignments by effectively supervising staff performing emergency and non-emergency tasks. Modeling positive public and interagency relations is necessary to serve the public's best interests and maintain a desirable image of the Department and the City.

The Captain also performs other related work as assigned by Chief Officers as required.

This position requires knowledge and understanding of:

- the organizational structure of the Department and the chain of command
- socioeconomic and political factors that impact the Department
- departmental operating procedures for administration, emergency responses, and safety
- the rights and duties of management and labour
- information management and record keeping, including computer skills
- an understanding of the departmental budget process
- fire prevention and public education practices
- incident command system
- personnel management and conflict resolution principles
- all agreements, policies, procedures and operational guidelines in effect
- administration of routine record keeping for daily activities
- knowledge of and the ability to perform fire inspections and investigations
- emergency service delivery involving the management of any emergency, from creating an action plan to complete mitigation
- applicable fire safety legislation in British Columbia

- applicable WorkSafe regulations; NFPA standards as applicable to firefighter safety and principles of risk management

Illustrative Examples of Work

Supervision and Leadership

- Demonstrate leadership by motivating staff, fostering teamwork and providing feedback
- Assign tasks to staff at any incident with clear, concise instructions.
- Account for the safety of personnel
- Ensure that instructions are understood
- Assign tasks or responsibilities to staff at non-emergency work periods
- Ensure that tasks are completed within departmental operational guidelines in a safe and timely manner
- Direct and instruct training evolutions
- Recognize and recommend action to senior officers for employee-related matters such as exemplary service, employee assistance or
- Coordinate and prioritize projects for individuals and for the group so projects are planned, supervised and completed

Community and Interagency Relations

- Respond to inquiries from the public
- Refer inquiries to appropriate resources as required
- Relate to the public during emergency and non-emergency incidents in a professional, courteous manner
- Explain fire-related by-laws, codes and regulations related to fire concerns

Administration

- Implement Department policies so that staff understand and perform in accordance with those policies
- Complete routine reports and logs according to department procedures
- Maintain record management systems
- Ensure routine maintenance of the worksite is completed regularly according to Fire Department Operational Guidelines
- Ensure documentation of all events and incidents
- Attends department meetings and serves on department committees

Inspection and Investigation

- Supervise, perform and document fire prevention inspections
- Participate in the development of Pre-Incident Plans
- Research codes and by-laws necessary to ensure compliance with applicable life safety and fire prevention/safety legislation
- Instruct and train staff regarding fire prevention
- Ensure public education sessions are organized and conducted professionally
- Perform fire investigations, including documenting incidents, maintaining evidence continuity, scene security and witness interviews

Emergency Service Delivery

- Perform as Incident Commander at all types of incidents
- Follow the chain of command and ensure accountability of subordinates
- Perform a size-up for every incident and create an action plan based on fundamental principles of rescue, exposure protection, fire confinement, extinguishment, ventilation, and salvage.
- Assign resources based on departmental guidelines, accepted safety practices and available resources
- Ensure that the incidents are concluded and transferred to the appropriate agency

Safety

- Ensure all duties performed at any worksite are supervised according to established safety plans and procedures
- Provide safety training to staff and provide timely direction to correct unsafe work practices
- Identify safety hazards and communicate work methods to reduce risk of injury
- Conduct accident investigations and prepare all required reports
- Function as an Incident Safety Officer

Required Knowledge, Abilities and Skills

- Knowledge of the principles, practices and procedures of fire suppression, fire prevention, rescue and emergency medical services
- Knowledge of the operation and maintenance of all apparatus and equipment
- Knowledge of rules and regulations of the Fire Department
- Knowledge of budget procedures
- Knowledge of building construction, related fire prevention and life safety codes, legislation and bylaws
- Knowledge of water supply systems and the principle of hydraulics as applied to the fire service

- Report writing skills and the ability to complete required reports in an efficient, organized, and timely manner
- Knowledge of standard safety procedures and practices
- Knowledge of the City's geography, topography, streets and their physical condition, district boundaries, and other matters affecting response in the Department's area of responsibility
- Ability to assist in the preparation of departmental budget, policy, and regulation recommendations
- Ability to work at high elevations and in confined areas; and the agility and strength to do prolonged and arduous work under adverse conditions
- Ability to react quickly and remain calm under duress and strain
- Ability to understand and follow oral and written instructions
- Ability to develop and deliver training
- Ability to effectively schedule, assign, and evaluate the work of subordinates
- Ability to effectively supervise employees and deploy equipment under emergency and non-emergency conditions
- Ability to investigate and determine the cause of fires
- Effective communication skills and the ability to educate audiences varying widely in age, interests, objectives, and level of knowledge
- Ability to maintain records and preparing reports
- Ability to assist community efforts throughout the City
- Ability to establish and maintain effective working relationships with Department personnel, paid-on-call firefighters, members of the public and various other internal and external contacts

Required Licenses, Certificates and Registrations

- Fire Fighter II certification
- Fire Officer I certification or equivalent
- Fire Instructor I certification
- Valid Class 3 Driver's License for the Province of British Columbia with air brake endorsement.
- First Responder III with AED and Spinal endorsement

Desirable Training and Experience

- Fire Officer II certification
- Fire Instructor II certification
- Fire Investigator II certification
- Fire Investigator I certification
- Fire & Life Safety Educator I certification
- Incident Safety Officer certification