

Job Description – Full-time Captain

Summary. The Full-time Captain shall be selected in the sole discretion of the Fire Chief, and Assistant Chief. The Full-time Captain will be non-exempt, paid on an hourly basis for all scheduled work time and will receive appropriate additional compensation or compensatory time based on the adopted work cycle for time worked in excess of the normally scheduled hours. The individuals serving in these positions are subject to advice and consent of the Chief Officers, higher ranking officers and the Board of Directors. The hourly rate of pay shall be determined by the Board of Directors. This position will not be a paid per call position.

The Full-time Captain may respond automatically to all toned alarms as authorized which occur outside of their normal working hours. The Full-time captain will be paid a minimum of one hour of pay for any incident in which he/she responds to outside of their normal working hours.

Employment Details. Under the general administrative direction of the Assistant Fire Chief; and in his/her absence the next highest ranking officer on duty, the Captain shall plan, organize, prioritize, and direct the daily activities of the Johnson County Fire Protection District on duty fire suppression personnel. During emergency incidents, will be under the control of the officer designated as the incident commander

Essential Duties/Function.

- Provide direct supervision to all assigned station personnel providing leadership through example in compliance with District policies, guidelines or expectations
- Shall serve as Commanding Officer in the absence of a Chief Officer.
- Assist with management issues.
- Assist the Fire chief in developing and implementing department goals, policies, guidelines, and procedures.
- Assist in the development of emergency response plans in conjunction with the local community.
- Ensures chain of command during all emergency incidents.
- Plan and implement company training, company inspections, scheduling plans incident response plans, and other day to day operations.
- Positively support and administer District policies and procedures and guidelines and recommend and assist in the implementation of goals and objectives.
- Work to maintain high department morale and open lines of communications through the chain of command.
- Must complete approved continuing education annually conforming to the adopted schedule for training and professional development.
- Identify the training needs of assigned personnel and report those needs to the Assistant Chief for coordination with the Training Division.
- Supervise training drills and exercises involving Station personnel not directly administered by the Training Division.
- Assist with supervision and participation at training drills and exercises administered by the Training Division.
- Respond to alarms or non-emergency activities and assume responsibility for the supervision, performance and safety of all personnel and direct emergency operations until relieved.

- Supervise and participate in fire ground and non-emergency activities including, but not limited to laying hose lines, directing fire streams, placing ladders, ventilating buildings, rescuing persons, performing loss control and clean-up operations, providing public education services.
- Direct the continuous maintenance of the assigned fire station, equipment and apparatus to include routine cleaning of all areas and items, grounds maintenance, general repairs and maintenance and to report needed or completed maintenance items or issues to the administrative staff.
- Assist in coordinating the maintenance and repair of fire suppression equipment and facilities requiring additional assistance beyond Station level capabilities.
- Participate in employee performance monitoring; prepare any requested employee performance review; provide or assist with assistance to personnel under stress due to incidents; work with personnel to correct deficiencies and enforce accepted District discipline procedures.
- Participate in budget preparation, as requested, including cost estimates and justifications.
- Monitor and control expenses resulting from assigned station activities.
- Prepare reports, forms, recommendations and other required administrative procedures as requested by the District.
- Must complete approved continuing education annually conforming to the adopted schedule for training and professional development.
- Must maintain professional conduct at all times.
- Perform all other related job duties as assigned.

Qualifications.

- Have a minimum certification of Firefighter I & II (IFSAC or ProBoard) as agreed with the Johnson County Fire Protection District
- Must be 18 or older at time of application
- Minimum of 4 years of service with the Johnson County Fire Protection District or combinations of experience and training that would likely provide the required knowledge and abilities may be considered.
- Must possess Vehicle Rescue Technician, or equivalent/alternate approved vehicle rescue training.
- Must be or become qualified to operate all Johnson County Fire Protection District apparatus per agreed schedule.
- Must maintain a driver's license valid in the State of Missouri.
- Must reside in the boundaries of the Johnson County Fire Protection District or within a reasonable distance from the boundaries within 180 days of hire, which will be determined by the Fire Chief if any residency requirement is waived.
- Shall be familiar and use the ICS model while operating at all incidents the Johnson County Fire Protection District responds to.
- Must be able to meet all requirements for all positions below his/her rank, and perform those requirements.
- Must pass a background investigation and pre-employment drug screen.

Ability to:

- Work in various environmental conditions (heat, cold, wet, dry, light, dark, etc.).
- Regularly lift 100 pounds.
- Stand, sit, walk, climb, balance, stoop, kneel, crouch, and crawl on a regular basis and for prolonged occasions.
- Work in high or precarious places.

- Apply common understanding to carry out instructions furnished in written, oral or diagram form.
- Be punctual and attend work regularly.
- Perform work accurately and thoroughly.
- Remain calm and decisive under stress.
- Work effectively with people regardless of their age, gender, race, ethnicity, and religion or job type.
- Perform all work functions, duties and activities in accordance with District policies and guidelines.