



# CALDWELL FIRE DEPARTMENT

FIRE CAPTAIN

## JOB DESCRIPTION

Class specifications are intended to present a descriptive list of the range of duties employees perform in the class. Specifications do not reflect all duties performed within the job or assignment.

### JOB OBJECTIVES

This position serves as a Company Officer with responsibility for commanding and supervising fire suppression, rescue, and emergency medical operations for the protection of life, property, and the environment in accordance with nationally recognized standards. Directs and participates in firefighting, rescue, fire prevention, and emergency medical activities; ensures the safe and effective operation of assigned personnel, apparatus, and equipment. Performs operational risk assessment and enforces safety practices consistent with department policy and NFPA standards. Operates within the Incident Command System (ICS), exercises independent judgment under limited supervision, and performs physically demanding duties in hazardous, high-stress environments.

### SUPERVISION RECEIVED AND EXERCISED

Works under the general direction of the Battalion Chief, or other designated command officer. Exercises independent judgment in the interpretation and application of department policies, procedures, and applicable federal, state, and nationally recognized standards during routine activities and emergency operations. Provides direct supervision and leadership to assigned personnel.

### ESSENTIAL JOB FUNCTIONS

*The following tasks are typical for positions in this classification. Any single position may not perform all these tasks and/or may perform similar related tasks not listed here. This position is expected to maintain a working knowledge of job tasks at the Engineer level in addition to the following:*

- Supervises, directs, and participates in fire suppression, rescue, and emergency medical responses to protect life and public and private property; provides tactical direction consistent with established procedures and the Incident Command System (ICS).
- Commands and supervises company operations during emergency responses, including apparatus response, scene size-up, equipment deployment, and coordination of fire suppression, rescue, and emergency medical activities.
- Ensures the safe operation and positioning of apparatus; supervises emergency vehicle operations to incident locations using the safest and most efficient routes.
- Oversees and directs the setup and operation of firefighting equipment upon arrival at incident scenes, including hoselines, water supply systems, ladders, elevated platforms, generators, pumps, and specialty equipment; monitors personnel for compliance with safety procedures and identifies firefighters in need of assistance or rescue.
- Directs fire suppression strategies to confine, control, and extinguish fires; ensures exposure protection for adjacent buildings, vehicles, and property.
- Performs and/or supervises technical rescue operations, including vehicle extrication, confined space, water rescue, ice rescue, rope rescue, trench rescue, structure collapse, and other specialized rescue techniques.
- Conducts fire cause and origin analysis consistent with assigned training and department procedures.

- Ensures accountability of personnel and equipment during and after emergency operations; inventories equipment following incidents and documents equipment left on scene as required.
- Prepares verbal and written evaluations and reports related to emergency operations; conducts on-scene, post-incident, and performance evaluations, providing technical feedback and guidance to personnel.
- Supervises daily station activities, including apparatus inspections, cleaning, maintenance, pre-fire planning, department events, station tours, and public education programs.
- Oversees vehicle, equipment, station, and grounds maintenance; ensures facilities and equipment are maintained in a safe, clean, and operational condition and that maintenance issues are identified and referred for service.
- Assigns work, supervises training, and evaluates the performance of assigned personnel; provides input into performance appraisals and enforces departmental policies, procedures, and safety standards.
- Develops, delivers, and coordinates training for assigned personnel to maintain operational readiness; instructs or assists with courses to support firefighter certification and professional development.
- Maintains required licensure and certifications, including emergency medical qualifications; participates in ongoing professional development to remain current on firefighting, rescue, hazardous materials, fire prevention, and related technologies.
- Maintains physical fitness consistent with the demands of emergency operations.
- Maintains thorough knowledge of streets, response areas, hydrant locations, pre-fire plans, and hazardous occupancies within the City of Caldwell and surrounding areas.
- Conducts and participates in pre-fire planning and inspections of buildings and facilities to identify hazards, record layouts, and improve operational preparedness.
- Performs and oversees hydrant inspection and maintenance activities in accordance with department schedules.
- Communicates fire prevention, safety, and emergency preparedness information to the public, civic groups, schools, and other audiences.
- May be subject to on-call status during off-duty time in accordance with department policy.
- Keeps command staff fully informed of work progress, operational issues, and recommendations for improvement.
- Establishes and maintains effective working relationships with department members, City staff, allied agencies, emergency medical providers, and the public; responds to citizen inquiries professionally and courteously.
- Coordinates and communicates with internal and external partners to ensure efficient, effective, and cooperative emergency and non-emergency operations.
- Perform other related duties as assigned to support the mission, goals, and objectives of the fire department.
- Contributes to a positive workplace.

## **REQUIRED KNOWLEDGE SKILLS AND ABILITIES**

### **Knowledge:**

- Principles and practices of fire suppression, fire behavior, building construction, hydraulics, and firefighting strategies consistent with NFPA 1001 and NFPA 1021.
- Emergency medical care appropriate to licensure level and integration of EMS operations within fire department response models.
- The Incident Command System (ICS), including company-level command, resource management, accountability systems, and operational risk assessment consistent with NFPA 1021 and NIMS principles.
- Departmental policies, procedures, safety programs, and nationally recognized fire service standards, including NFPA 1500 and related operational standards.
- Fire prevention principles, pre-incident planning, fire cause and origin analysis, and community risk

reduction practices.

- Technical rescue operations and associated hazards, including vehicle extrication, water rescue, ice rescue, confined space, trench rescue, and rope rescue techniques.
- Apparatus operation, emergency vehicle operations, pump operations, and water supply systems.
- Training methodologies, firefighter development, and performance evaluation practices consistent with supervisory and instructional responsibilities.
- Occupational safety and health principles applicable to emergency operations and training activities, including the ability to identify and mitigate unsafe acts or conditions in accordance with NFPA 1500 and NFPA 1521 / NFPA 1550.

**Skills:**

- Supervising, directing, and evaluating the work of assigned personnel during routine activities, training, and emergency operations.
- Performing advanced firefighting, rescue, and emergency medical duties under hazardous and high-stress conditions.
- Conducting scene size-up, hazard identification, and risk-benefit analysis to support safe and effective operations.
- Operating and directing the use of firefighting apparatus, pumps, ladders, hose lines, water supply systems, and specialized rescue equipment.
- Oral and written communication, including the preparation of email communications, accurate reports, memoranda, performance evaluations, and post-incident analyses.
- Delivering instruction, coaching, and feedback to support firefighter competency, readiness, and professional development.
- Enforcing safety practices, maintaining situational awareness, and intervening when unsafe conditions or actions are identified.

**Abilities:**

- Lead and supervise a fire company and assume tactical command responsibilities during emergency incidents consistent with department policy and training.
- Make sound decisions under urgent, complex, and stressful conditions with limited supervision.
- Effectively coordinate with other fire companies, allied agencies, emergency medical providers, and the public.
- Understand and apply departmental policies, procedures, and applicable federal, state, and nationally recognized standards.
- Maintain accountability for personnel and equipment during and after emergency operations.
- Learn, adapt to, and apply new techniques, technologies, and procedures relevant to firefighting, rescue, EMS, and safety.
- Maintain physical fitness and mental resilience necessary to perform the full range of emergency response and supervisory duties.
- Identify performance deficiencies within an assigned company and develop, deliver, and evaluate targeted training to improve individual and team performance.
- Mentor assigned personnel to promote professional development and operational competence.
- Establish and maintain effective working relationships with employees, City officials, partner agencies, and community members.
- Maintain a high level of accountability, professionalism and morale among assigned personnel through effective leadership and supervision.

**MINIMUM QUALIFICATIONS**

- Graduation from high school or possession of a GED: and
- Five total years of service, with two years of service as a CFD engineer.; and
- Successful completion of the department's Officer Development Program and Move-up Captain task book; or respective IFSAC/Pro Board certification(s); or

- Seven years related firefighting experience and one year of experience as a professional Captain in a similar sized or larger organization.; or
- Any equivalent combination of experience and training that provides the knowledge, skills, and abilities necessary to perform the work.
- Demonstrated Crew supervision and leadership.
- NFPA Firefighter II (or equivalent).
- NFPA Fire Officer I (or equivalent)
- NFPA Fire Instructor I (or equivalent)
- Incident Command IS-100, IS-200, IS-700, IS-800. IS-300 and IS-400 are preferred.
- Wildland S-200, S-215, S-230, S-231, S-290
- Must be proficient in Fire Service RMS, electronic records management, and Microsoft Suite (MS Word, Excel, PowerPoint, Outlook).
- Possession of a valid driver's license with a satisfactory driving record. Must be insurable by the city's carrier.
- Subject to an extensive background check, drug testing, and physical examination.
- Education or experience in lieu of actual certification(s) may be granted and will be evaluated by the Fire Chief.
- L-954 or FDSOA Incident Safety Officer ISO (or equivalent) preferred and must be obtained within one year of employment.
- Possession of State of Idaho EMT/Paramedic certification; or the ability to obtain a State of Idaho certification within 90 days.

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

- Duties involve fieldwork, requiring above-average physical fitness and endurance. Work requires prolonged standing, walking over uneven ground, reoccurring bending, reaching, lifting, and carrying of items weighing over 50 pounds, shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility and dexterity.
- Duties include demands for strenuous activities in emergencies under adverse environmental conditions and over extended periods. Operation of some specialized fire equipment can place extended physical stress on incumbent during fire activities.

Position requires that the individual be capable of meeting the 13 essential job tasks listed in Chapter 5, NFPA 1582 "Standard on Comprehensive Occupational Medical Program for Fire Departments" 2007 Edition. This standard may be reviewed online at [www.nfpa.org](http://www.nfpa.org).

- Environment: Work is performed in fire station and emergency incident environments and involves exposure to hazardous, stressful, and physically demanding conditions, including extreme temperatures, smoke, fire, noise, hazardous materials, and adverse weather. Often requires irregular hours, nights, weekends, and holidays.
- Mobility: Incumbent may be required to maintain physical condition necessary for performing emergency firefighting duties; standing and walking for prolonged periods of time; heavy or moderate lifting; bending, stooping, kneeling, crawling; climbing with both legs and arms; operating motorized equipment and vehicles.
- Vision: Vision sufficient to distinguish objects in limited visibility; to read small print, computer screens and printed documents.