



West Valley Fire-Rescue

Yakima County Fire District 12

JOB DESCRIPTION

POSITION:	SUPPORT SERVICES - CAPTAIN
DIVISION:	SUPPORT SERVICES / OPERATIONS
IMMEDIATE SUPERVISOR:	FIRE CHIEF / DEPUTY CHIEF
FLSA STATUS:	EXEMPT / FULL-TIME
REVISION DATE:	JANUARY 1, 2020

JOB SUMMARY

Directs and manages the support operations of the District including purchasing equipment, building and equipment maintenance. Serves as the District's apparatus fleet manager and quartermaster. Serves in the Emergency Incident System as assigned.

JOB SCOPE

Directly supervises 1 to 3 personnel and may indirectly supervise up to 50 personnel, including special teams. Assists in the preparation, administration, and monitoring of the District budget.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Prepares specifications, purchase orders and purchasing documents. Coordinates with the District Secretary and vendors.
- Meets with distributors and factory representatives regarding changing technology and new products.
- Assists in formulating policies and procedures for the District as a member of the Management Team.
- Recommends allocations of District resources to maintain daily operations.
- Obtains quotes for District purchases as required.
- Works with other Officers to maintain resources and supplies for all Stations and members.
- Represents the District on emergency management issues with Department of Natural Resources and other fire agencies.
- Responsible for building and ground maintenance programs.

- Manages the maintenance of the District fleet and equipment.
- Maintains all equipment records in accordance with the State regulations and accepted Fire Service standards.
- Serves as a District Duty Chief in a regularly scheduled rotation with administrative staff or as assigned in the Incident Command System.
- Coordinates with contractual service personnel for repair and maintenance of buildings and equipment.
- Performs all other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE, AND CERTIFICATIONS

- Associate degree in Fire Science or related field or equivalent education and experience.
- Two (2) years' experience in writing technical and mechanical specifications and formulating plans.
- Incident Safety Officer certification.
- Emergency Vehicle Incident Prevention (EVIP) certification.
- National Fire Academy tactical operations certification (PICO, STICO, DMITCO).
- Emergency Medical Technician, Emergency Medical Responder or the Department's Advanced First Aid certified.
- ICS training, IS-100, IS-200, IS-300, IS-400, IS-700 and IS-800 certifications.
- Wildland Firefighter II red card certified.
- Ability to implement the Incident Command and Passport Accountability System.
- Instructor I certified or obtained within two (2) years. Instructor II preferred.
- OTEP Instructor preferred.
- Valid Washington State Driver's License required.
- Must have access to a vehicle.
- Must possess auto insurance.
- Must attend monthly Officer meetings and trainings related to this position.
- Must reside within the geographical boundary for membership indicated in Policy 2109 within six (6) months of hire.
- This position is required to wear a SCBA and must meet Policy 3301, Section 4, Equipment Use 4.3.

SKILLS, KNOWLEDGE, AND ABILITIES

Skills in written and oral communications. Knowledge of purchasing and related laws and ordinances. Knowledge of departmental, state and federal regulations for fire suppression, EMS, emergency management response, hazardous materials, and rescue operations. Knowledge of budget adoption and control principles. Ability to deal effectively with District and City personnel and the general public. Ability to negotiate with vendors. Ability to formulate written documents related to the District's bidding process.

ESSENTIAL JOB FUNCTIONS

Full duty is an assignment of a member, who meets all the essential job functions listed in Appendix B of Policy 2115 as well as the thirteen (13) essential job tasks listed in NFPA 1582 Section 5.1.1.

This position requires work at a computer/display terminal and desk for periods of time, including repetitive motions of the wrists, hands and fingers. Constant use of both hands in reaching, handling, grasping, pushing and pulling while performing duties. Able to lift and carry. May require sitting, climbing, crawling, kneeling, crouching, standing, walking, stepping over items, twisting, lifting, reaching or bending for periods of time. Seeing, speaking and hearing to evaluate and communicate situations. Must be able to speak, and to receive and understand written and oral communications in English and give written and oral instruction.

Must be capable of donning an SCBA according to manufactures requirements, including annual fit testing and SCBA quarterlies.

The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Yakima County Fire Protection District 12 is an Equal Employment Opportunity employer. It does not discriminate against its members or against applicants for appointment. Decisions regarding selection, promotion and/or tenure shall be free from restrictions based on physical, cultural, religious or other biases. Decisions regarding selections, promotions and/or tenure shall be directly related to the applicant's qualifications and ability to perform the requirements of a position. If you feel you have been discriminated against, please contact the Fire Chief or Board of Fire Commissioners.

This job description does not constitute an employment agreement between the Fire District and the employee and is subject to change as the needs of the Fire District and requirements of the job change.