

## Scott County Government

### Position Description Form

**Position:** Job Title: Fire Captain  
Department Name: Fire  
Supervisor Title: Fire Battalion Chief

### Position Summary

Under general direction of a Fire Battalion Chief, the Fire Captain supervises and assists with the Fire Battalion Chief at an assigned fire station and shift. Assumes command of emergency operations in absence of Fire Battalion Chief. Performs fire suppression, rescue related calls, emergency medical services as an EMT, hazardous materials response, inspection and prevention activities, and performs related work as required. Organizes work details and prepares all associated reports and records as assigned by Fire Battalion Chief.

### Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

#### Essential Duties:

- Officer in charge of an assigned fire station and assigned apparatus during assigned shift
- Supervise assigned personnel and ensure assigned equipment and apparatus are maintained in working order in absence of the Battalion Chief and Captain
- Supervises and observes the performance of personnel at the fire station and at emergencies to identify strengths and weaknesses and assess training needs; conducts informal and formal counseling sessions to discuss performance; and conducts post incident critique
- Respond to fire, accident, rescue, civil defense, hazardous materials and natural disaster calls to prevent or extinguish fires, assesses the situation, determines needed response, directs and instructs personnel until relieved by a superior officer
- Perform Emergency Medical services as EMT
- Rescue victims in life threatening situations
- Use various manual and power assisted equipment to gain access to and rescue victims
- May be required to perform duties of fire engineer when needed
- Lay and connect hose, direct water streams to control or extinguish fires, protect property from fire control damage, clean hose, tools and other equipment as necessary
- Perform inspection and prevention duties
- Perform station maintenance, minor mechanical work, and operate and maintain equipment

- Quality Control check completed fire incident reports of assigned shift
- Ensures that all applicable reports and records are completed and submitted on time
- Keeps the Fire Battalion Chief notified of daily activities and projects
- Keeps the Fire Battalion Chief notified of any unusual activities or situations involving department equipment or personnel
- Coordinates and supervises special projects as assigned by the Fire Battalion Chief
- Attend training classes (may serve as instructor for some classes)
- Serves in the position of Station Officer
- Serves as the shift supervisor in the absence of the Fire Battalion Chief
- Performs other duties as assigned or required

## **Position Dimensions**

### ***Education and Experience:***

- Serve a minimum of two years as a Fire Lieutenant
- Valid Kentucky driver's license
- Emergency Medical Technician (EMT) designation; must maintain EMT certification throughout employment with the Department
- Level One Instructors certification; must maintain instructors' certification throughout employment with the Department

### **Knowledge, Skills and Abilities:**

- Thorough knowledge of modern firefighting methods and techniques
- Thorough knowledge of highly technical rescue activities
- Thorough knowledge of emergency medical services
- Thorough knowledge of Scott County Fire Department Policies and Procedures
- Thorough knowledge of Scott County Fiscal Court Employee Handbook Personnel Policies and Procedures
- Must have broad knowledge of local government operations
- Must be skilled in using modern computing systems and public safety-related programs
- Knowledge of fire apparatus, firefighting and rescue equipment
- Knowledge of geography of Scott County, including the location of streets and fire hydrants, and the location and interior plans of major buildings
- Skill in the operation and maintenance of firefighting equipment and tools
- Ability to complete required forms and maintain records
- Ability to respond and act quickly, efficiently and calmly in emergency and hazardous situations
- Ability to perform station maintenance, minor mechanical work, operate and maintain fire vehicles and equipment
- Ability to establish and maintain effective working relationships with County officers, employees and the general public
- Ability to perform fire fighting duties for extended periods of time, often under adverse weather conditions, and in Immediately Dangerous to Life and Health (IDLH) atmospheres

- Ability to Climb ladders, ropes, stairs, hills, etc.

**Supervisory Responsibility:**

- This position as a regular and continuing part of the job, leads other assigned personnel in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the group led. Provides on-the-job training to new assigned personnel; resolves simple, informal complaints of personnel; reports to the Fire Battalion Chief on disciplinary problems. Supervises assigned personnel around the station, in training, and at the scenes of fires, accidents, rescues, civil defense, hazardous materials and natural disaster calls, and any other emergency incidents.

## Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

*Mark the work conditions that are present on the job.*

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- Work is performed in equal amounts inside and outside
- Extremes of cold and temperature changes
- Extremes of hot and temperature changes
- Wet Surroundings: Contact with water or other liquids.
- Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

List any other disagreeable elements present in the work environment.

## Strength Rating

*Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.*

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.
- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials event though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.
- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.
- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.
- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.