

RESOLUTION NO. 44-2018

Amending the Position Description for Fire Captain.

WHEREAS, City Council wishes to amend the position description for the position of Fire Captain; and,

WHEREAS, it is necessary to amend the position description for the position of Fire Captain to properly reflect the duties of this position;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the position description for the position of Fire Captain (Class Specification No.183) as per the description attached hereto be and the same is hereby amended.

SECTION 2. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted July 16, 2018

/s/ Bonnie D. Michael
President of Council

Attest:

/s/ D. Kay Thress
Clerk of Council

CITY OF WORTHINGTON

POSITION DESCRIPTION

POSITION TITLE: Fire Captain	CLASS: 183
Department: Division of Fire and Emergency Medical Services	
Date: July 16, 2018	
Reports To: Assistant Fire Chief	Updated: 2018

General Statement of Duties

Under the direction of the Assistant Fire Chief, a Captain serves as a shift commander assigned during tour of duty. The Fire Captain plans, organizes, manages, directs, supervises subordinate personal and manages emergency and non-emergency operations of the Division during his/her shift. The Captain reports directly to the Assistant Fire Chief and ultimately to the Fire Chief through the Division's organizational hierarchy.

A Captain is expected to develop, promote and support the Division's mission and goals, and will perform a variety of administrative, supervisory, and technical work in the supervision and administration of fire suppression, emergency aid, hazardous materials, and fire prevention activities. Fire Captains generally perform his/her duties with a degree of independence within the established department chain of command. A Captain works with the Lieutenants to ensure the cohesiveness of the team, mentors the Lieutenants, and holds a critical role in their professional development. A Captain will plan, organize, coordinate and direct the work of subordinates on the unit; is responsible for the effective application of the policy, rules and regulations, and practices and procedures of the Division within the company command; counsels subordinates as appropriate and implements discipline when necessary and appropriate. The responsibility for motivating, supervising, training, and evaluating subordinate-level employees is a significant element of this position.

As a ranked position within the Division of Fire and Emergency Medical Services, a Captain shall conduct oneself in a manner that demonstrates the leadership commensurate with the rank of the position.

Essential Functions of the Position:

The duties listed below are intended only as illustrations of the various types of work that may be performed. Additional duties may be assigned as determined by the Fire Chief.

- Respond to emergency calls, directing incident scene per standard operating procedures, serving as on-scene commander, or other Incident Command functions, and determining or approving tactics and strategies to suppress fires and work of personnel at the emergency incident scene unless relieved by a higher ranking officer;
- Conduct unit meetings;

- Provide training to subordinate personnel to enhance or retain skills and meet state requirements for training each year;
- Review fire department policies and procedures, communicate changes to personnel, and ensure compliance among personnel, being the exemplar;
- Supervise administrative details, grant subordinate leave in accordance with Division policies, and administer discipline;
- Make daily staffing assessments, rotating personnel as needed;
- Review and approve subordinate payroll.
- Serve as a confidential staff advisor to the Fire Chief and Assistant Fire Chief;
- Assist the Fire Chief and Assistant Fire Chief in the planning and monitoring of the departmental budget;
- Assist the Fire Chief and Assistant Fire Chief in planning, monitoring and directing activities of the Division and meet with managerial staff regularly to discuss future plans and progress toward department goals and objectives;
- Identify resource needs;
- Recommend changes and/or updates to policies and procedures;
- Interact effectively, respectfully, and tactfully with subordinates, peers, superiors, and the public;
- Effectively communicate orally and in writing;
- Stay current on “best practices” for fire suppression through continued training and education;
- Maintain a high-level of training exceeding the requirements established by the State of Ohio;
- Make preliminary review of internal or external concerns, identify possible solutions, and implement recommendations when appropriate;
- Monitor and observe departmental activities to ensure that conduct and performance conform to City and department standards;
- Ensure the completion of required departmental records per standard operating procedures including but not limited to fire and EMS incident reports, station log books, vehicle maintenance requests, station and EMS supply requisitions, vehicle accident reports, and employee injury reports;
- Monitor, coach and encourage professional development of assigned members;
- Maintain discipline and morale of subordinates and ensure that personnel follow department rules and regulations;
- Evaluate work performance of subordinates, prepare employee evaluations, and actively participate in hiring, transfers, promotions, suspensions and other disciplinary matters of subordinates;
- Manage multi-agency planning, deployment and operations during large-scale incidents;
- Supervise training operations for the unit, individuals, and newly hired employees;
- May serve as liaison or representative of the department with other City departments, outside agencies, groups, businesses and private citizens;
- May serve as Acting Assistant Fire Chief or Fire Chief in their absence;
- Coordinate and oversee one or more “areas of responsibility” including, EMS, Training, Equipment and apparatus, Building maintenance, Administration, Suppression,

Procurement, Public Education, Information systems and Fire Prevention, or others as directed by the Fire Chief and/or Assistant Fire Chief;

- Attend departmental meetings, trainings, roll call and special meetings;
- Conduct residential, commercial and industrial walk-throughs and inspections, crowd and perimeter control measures, public tours, fire education / safety presentations and training, identifies cause and origin, secures and preserves evidence; manages and organizes the inspection of emergency apparatus, motor/engines, equipment for routine maintenance and readiness;
- Maintain patient privacy in accordance with HIPAA regulations, department policies and/or federal and state law.

Knowledge, Skills and Abilities:

- Comprehensive knowledge of Modern fire suppression, prevention and training methods, technology and equipment, division equipment and rolling stock, city rules, division policies and procedures;
- Working knowledge of modern public sector management techniques and practices;
- Working knowledge of city, state and national fire protection codes, federal, state and local laws, ordinances and regulations which govern the fire department.
- Comprehensive knowledge of modern rescue and EMS practices, technology and equipment;
- Excellent skills in organization, planning, time management, supervision and management;
- Must demonstrate knowledge of the community, possessing skills and abilities to achieve a positive presence for the department within it.
- Ability to effectively manage all line functions of the department including suppression and training;
- Ability to prepare clear, concise and complete oral and written reports;
- Ability to interpret and explain applicable laws, codes and regulations, and City and department policies;
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work;
- Ability to effectively command personnel and coordinate emergency incidents;
- Ability to think and act quickly in emergencies;
- Exercise sound judgement while making decisions in evaluating both emergency and non-emergency situations;
- Ability to plan, supervise, and coordinate the work of others;
- Share knowledge, mentor and train others;
- Ability to perform command and control responsibilities in hazardous environments;
- Maintain a positive work environment;
- Work cooperatively with people to establish and maintain effective working relationships;
- Interact tactfully and efficiently with the public and fellow employees;
- Carry out the department's mission with integrity;
- Exercise sound judgement, tact, resourcefulness, and leadership in handling the administration of department personnel;

- Utilize computer systems for information retrieval, analysis, planning, and records management;
- Work well under pressure to meet deadlines;
- Maintain confidentiality.

Minimum Requirements of the Position:

- Possesses a high school diploma or equivalent
- Possesses and maintains a valid Ohio driver's license
- Possesses a current State of Ohio I and II Firefighter certification
- Possess current Fire Officer II certification within 6 months of appointment*. Effective January 1, 2021 the requirement is to possess this certification to be eligible to apply.
- Possesses current State of Ohio Fire and EMS Instructor certifications within 12 months of appointment*. Effective January 1, 2021 the requirement is to possess these certifications to be eligible to apply.
- Possesses and maintains an Emergency Medical Technician - Basic certification;
- Possess and maintains an Emergency Medical Technician – Paramedic certification as required by departmental standards;
- Possess sufficient knowledge in fire cause and origin determination through courses and/or seminars that are approved by the Fire Chief within 24 months of appointment*. Effective January 1, 2021 this requirement is to possess this knowledge to be eligible to apply.
- Possess NIMS 300 and 400 within 12 months of appointment
- Possess Ohio Fire Safety Inspector within 18 months of appointment*. Effective January 1, 2021 the requirement is to possess this certification to be eligible to apply.
- At time of promotion, currently serving as a Lieutenant with the Worthington Division of Fire/EMS for at least a period of one (1) year.
- Must commit to attending the International Fire Chiefs Association – Fire Service Executive Development Institute (FSEDI).
- Encouraged to obtain Executive Fire Officer designation through the National Fire Academy.
- Encouraged to attend Incident management courses through TEEEX or similar caliber training entity as approved by the Fire Chief, and Command and Leadership classes at the National Fire Academy.
- Preferred Bachelor degree in Fire Science, Paramedic Technology, or related field from an accredited institute.*
- Effective January 1, 2023 an Associate degree in Fire Science, Paramedic Technology, or related field from an accredited institute is required to be eligible to apply.
- Must be able to meet all requirements listed in Firefighter/Paramedic job description

** Employees at the rank of Captain on or before July 31, 2018 are encouraged to meet these requirements however they are not required.*

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description does not list

all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution 44-2018; Effective July 16, 2018