

City of Warrensville Heights

Captain

POSITION TITLE: Captain

DEPARTMENT: Fire Department

Position Summary:

Under the direction of the direction of the Fire Chief, plans, organizes, coordinates and directs the emergency response scenes; direct and performs a variety of staff support functions; and performs related work as assigned.

Essential Job Functions:

- Plans, coordinates and supervises activities if fire suppression companies during emergency responses.
- Commands single and multi-company responses to emergency fire, medical aid traffic accident, hazardous material, rescue or other situations and functions as the incident commander, responsible for situation assessment, tactics and strategy development and implementation, and the deployment of personnel and equipment; make determinations regarding requests for additional personnel, equipment and resources; personally performs a wide variety of fire suppression and medical treatment task in emergency situations.
- Plans, schedules assigns and participates in equipment and station maintenance, company drill and training, company fire inspections and other operational and administrative functions.
- Assist in overall department planning, programming and administration; represents the fire department in meetings, conferences, and public events; participates in planning, developing and implementing the department's public education and community outreach program; communicates and ensures understanding of the department's policies and procedures; assumes command of the Fire Department in the absence of the Fire Chief; completes special projects as assigned; participates in the development and implementation of department policies, procedure and standards; communicates with other communities to develop mutual aid activities; coordinates and participates in special research projects involving all aspects of the department's operations.
- Prepares and reviews a variety of records and reports; prepares paperwork for training, emergency response, performance evaluations, leave request, purchase documents and budget request; delegates special assignments to fire personnel.
- Monitors developments relevant to the fire service and develops recommendations to enhance the department's overall effectiveness and performance.
- Maintain and design overtime implementation strategies to be in accordance with the Fire Chief & Safety Director.

Minimum Qualifications/Education/ Experience:

Knowledge of principles and practices of effective employee supervision, including selection, training, work evaluation and discipline; administrative practices, including planning budget needs, monitoring expenditures, and purchase and requisitions processes; principles, techniques, strategy, materials and equipment used in fire suppression, investigation and prevention, rescues and related emergency responses; methods and practices of providing emergency medical responses at the basic life support level; hazardous material and chemical spill response, and applicable state and federal laws, codes, ordinances and regulations; safety practices and precautions pertaining to the work environment.

Ability to plan, organize, schedule, assign and review the work of others; analyze emergency response and operational problems, develop sound alternatives and make recommendations and decisions under emergency circumstances; develop and conduct classroom and practical training programs; render emergency care at the basic level; establish and maintain effective working relationship with those encountered in the course of work.

An applicant must have maintained the rank of Lieutenant for at least one year prior to applying for the position of Captain.

Special Requirements:

Knowledge of the policies and procedures of the City of Warrensville Heights Fire Department; pertinent federal, state and local laws, codes and regulations; the geography of the city and the surrounding area; tactfully respond to request and inquiries from the public; safely operate department vehicle, apparatus and other emergency equipment; establish and maintain cooperative working relationships with those contacted in the course of work including but not limited to other government officials, community groups, the general public and media representatives; communicate clearly and concisely, both orally and in writing.

Physical Demands and Work Environment

Maintain effective audio-visual discrimination and perception for:

- Making observations
- Reading and writing
- Operating assigned equipment
- Assessing the situation at the incident scene
- Communicating with others

Maintain physical condition appropriate to the performance duties and responsibilities which may include the following:

- Directing/participating in fire suppression activities
- Walking, standing or sitting for extended periods of time
- Performing life-saving and rescue procedures
- Operating assigned equipment
- Wearing assigned protective clothing and equipment

The work environment may also include exposure to:

- Hazardous chemicals and materials
- Fumes and smoke
- Intense heat
- Electrical hazards
- Confined or high work places
- Extremely loud noises
- Hazards of emergency driving
- Hazards associated with traffic control
- Natural and man-made disasters

Reporting Relationship

The Captain reports to the Chief of the Department and to the Mayor/Safety Director.
All Lieutenants and fire fighters report to the Captain.

Peripheral Duties

Acquire and maintain specialized training/certifications as required.
Perform other duties assigned by the fire chief.
Hours as assigned by the Safety Director.

Qualified applicants please submit resumes by Monday January 14, 2019:

City of Warrensville Heights

**Attn: Dawn Cowan
4301 Warrensville Center Road
Warrensville Heights Ohio 44128.**

Or e-mail to dcowan@cityofwarrensville.com for a full job description please log onto cityofwarrensville.com or pick up at Warrensville Heights City Hall.