

City of Altoona, WI

Position Description

Position Title:	Captain of EMS	Department:	Fire
Last Update:	October 2020	FLSA:	Non-exempt
		Reports to:	Fire Chief

GENERAL DESCRIPTION

This position plans, organizes, and administers all operations of the fire department assigned and/or delegated by an Assistant Fire Chief, Deputy Fire Chief, and/or the Fire Chief. This position participates and supervises the activities of subordinate officers and firefighters during firefighting activities to protect life, property, and the environment by performing fire suppression, rescue, emergency and non-emergency aid, hazardous materials response, and fire prevention duties.

SUPERVISION RECEIVED

Works under the general supervision of an Assistant Fire Chief, Deputy Fire Chief, and/or the Fire Chief.

SUPERVISION EXERCISED

Supervises subordinate fire officers, firefighters, department emergency medical personnel, and other positions as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The tasks, duties, and responsibilities listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks, duties, and responsibilities related to the type of work of this position.

- ✓ Complies with all City of Altoona Department Standard Operating Guidelines and regulations of the City of Altoona Employee Personnel and Policy Manual.
- ✓ Functions within the National Incident Management and Incident Command Systems.
- ✓ Supervises subordinate officers and personnel through the chain of command during all activities at the fire station, on scene, or any other time employees are on duty. Supervisory duties include instructing; maintaining standards; coordinating activities; allocating personnel; acting on employee problems and complaints; and recommends and/or assists in implementing employee discipline as assigned within the Department Standard Operating Guidelines and the Employee Personnel and Policy Manual.
- ✓ Assumes the duties and responsibilities of an Assistant Fire Chief in his/her absence as directed or assigned.
- ✓ Reviews the work of subordinate fire officers for completeness and accuracy; assists in evaluating employee performance; offers advice and assistance as needed. Ensure the completion of the annual performance evaluations of subordinates in his/her assigned squad(s).
- ✓ Responds to emergency situations within the Department's responsibility, and special calls for assistance from other agencies; to assist in the direction and performance of suppression, hazardous materials incident response, and rescue duties; directs the routes to be taken; and

assumes command of all firefighting activities upon arrival, pending the arrival of a superior officer. May assume Incident Command from a subordinate officer if requested or required.

- ✓ Review State of Wisconsin EMS Wards reports for accuracy and quality (Q/A). Ability to coach staff to adjust documentation to reflect accurate data entry.
- ✓ Performs and supervises a fire crew during firefighting activities including laying hose, and performing fire combat, containment, extinguishment, and water supply tasks.
- ✓ Develop and coordinate plans of tactical objectives for rescue, fire suppression, containment, water supply, strategy, and all other operations within the chain of command. Directs the work and assignments of the Captain pending arrival of a chief officer.
- ✓ Monitors activities of firefighters through subordinate officers in the strategies and tactics, laying of hoselines, placing ladders, ventilation, rescue, salvage and overhaul operations, or any other activity assigned.
- ✓ Coordinates activities with other supervisors and/or other City department representatives and exchanges information with officers in other fire departments, as directed or assigned.
- ✓ Receives and responds to public inquiries, complaints, and requests for assistance; develops and implements an action plan to mitigate the current situation.
- ✓ Performs and supervises rescue activities including removal of victims from hazardous locations and extrication of victims from vehicles or other entrapment.
- ✓ Direct, participate in, and supervise crowd and traffic control at emergency scenes; assists with salvage, overhaul, cleanup, and evacuation activities as necessary.
- ✓ May drive and operate fire response vehicles in the absence of a competent firefighter.
- ✓ Document and complete all necessary reports of all fire and other emergency incidents and responses.
- ✓ Supervise the maintenance of fire apparatus, equipment, buildings and grounds. Tests fire hoses and ladders. Maintains emergency response equipment in a constant state of readiness.
- ✓ Prepares pre-fire plans for buildings. Participates in fire prevention and fire safety education activities.
- ✓ Perform all administrative and operational duties assigned by superior officers.
- ✓ Ensures subordinates comply with the Standard Operating Guidelines at all times.
- ✓ Assume command of the fire station, equipment, and personnel during any activity in the absence of a superior officer. Perform and direct duties on behalf of the Fire Chief in the best interest of public safety, the Fire Department and the City of Altoona.
- ✓ Prepares for, attends, and participates in regular department training, seminars, and meetings in accordance to minimum standards.
- ✓ Maintains EMS related training documentation for the department and all department staff. Confirms that all staff have completed necessary training required for their position.
- ✓ Achieves and maintains the minimum requirement for incident attendance in accordance to minimum standards.

- ✓ Be able to communicate using two-way communications systems.
- ✓ Performs general clerical work as required, including but not limited to preparing reports and records, copying and filing documents, entering and retrieving computer data, attend meetings, answering the telephone, responding to email, etc.
- ✓ Continuing Education of at least ten (10) hours per year, education that is intended to expand your knowledge as an Officer and or Leader. The ten (10) hours of continuing education must be maintained in any year that the officer does not complete a class of at least ten (10) hours in duration.

MINIMUM QUALIFICATIONS

- Must obtain and maintain a valid Wisconsin driver's license.
- Must be 21 years of age.
- Must have graduated high school or equivalent.
- Must meet the minimum distance requirement from your residence to the fire station using the formula set by the Police and Fire Commission.
- Be in good standing with the Altoona Fire Department and the City of Altoona.
- Certified State of Wisconsin Firefighter II Certificate (IFSAC)
- Current Wisconsin Fire & Emergency Services Instructor I Certificate
- Completion of WTCS Certified Driver Operator
- Minimum of State of Wisconsin EMT-B, preferred EMT-P (Paramedic)
- Remain in compliance with department facial hair policy
- Must have at least three (3) years of fire service experience
- Must have at least three (3) years of experience as an EMR, EMT-B, AEMT, or EMT-P
- Previous Fire and/or EMS Supervisory experience
- FEMA IS-200: ICS for Single Resources and Initial Action Incidents
- FEMA IS-300: Intermediate Incident Command System
- FEMA IS-400: Advanced Incident Command System
- FEMA IS-800b NIMS, National Response Framework, And Introduction
- Certified Fire Inspector, within one year of hire
- Wisconsin EMS Instructor I, EMS Instructor II preferred

SPECIAL REQUIREMENTS

- FEMA Incident Safety Officer course*
- Fire Officer 1*, Certified Fire Officer II preferred
- Hazmat Technician*
- Certified Ambulance Documentation Specialist*
- Other leadership classes recognized by the U.S. Fire Administration (example: Company Tactical Operations, Leadership I, II, or III, etc.)

**Must possess, obtain, or be enrolled within 12-18 months of date of hire. If these requirements are not met the fire officer may have the duties, compensation, and customs of a fire officer suspended until completed, or may result in termination of the officer.*

MINIMUM QUALIFICATIONS & SPECIAL REQUIREMENTS may be waived and or reduced or modified by the Altoona Police and Fire Commission for the benefit of the Altoona Fire Department and the City of Altoona. Probationary period shall be 18 months from start date. Probationary period may be extended by the Fire Chief and the Police and Fire Commission if requirements for this position have not been met by the end of the probationary period.

Additonally:

- No felony convictions; no misdemeanor conviction involving moral turpitude or pattern of misdemeanor convictions; no pending misdemeanor or felony charges; and no use or sale of illegal drugs.
- Must possess a working knowledge of modern fire suppression and prevention principles, procedures, techniques, and equipment.
- Must maintain competency in the City of Altoona Fire Department's Blood borne Pathogen Plan.
- Working knowledge of applicable laws, ordinances, and Standard Operating Guidelines.
- Ability to train and supervise subordinate personnel.
- Ability to communicate effectively orally and in writing.
- Ability to use sound judgment in evaluating situations and in making decisions.
- Ability to effectively give and receive verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees, supervisors, City officials, and leaders of other agencies.
- Ability to maintain physical fitness by successful completion of annual fitness evaluation.
- Ability to maintain a tobacco free environment and successfully complete annual and random testing confirming no tobacco use.
- Must have a good geographic understanding of the City of Altoona and area of responsibility as well as the surrounding area; must be able to read and use maps.
- Ability to speak, read and write the English language.

The City of Altoona is an Equal Opportunity Employer.