



CITY OF BAKER CITY, OREGON

P.O. Box 650 ■ Baker City, OR 97814-0650

CITY OF BAKER CITY'S MISSION STATEMENT

The City of Baker City exists to provide municipal services through efficient, effective, and progressive governance allowing individuals, families, and businesses the opportunity to thrive in a friendly, safe, and dynamic environment. By maintaining trust, respect, and accountability in its day-to-day operations, the city will build on its strengths and creativity.

Classification

Non-Represented, At-will

FLSA Status

Non-Exempt

Department/Reports to

Fire Department
Fire Chief

Pay Range

Base – Step 4
\$33.83 - \$38.07

TRAINING CAPTAIN **JOB DESCRIPTION**

Summary/Objective

An employee in this class is primarily responsible for the day-to-day operation of the department including training, safety and evaluation of personnel with an emphasis on overseeing training activities. Direct supervision is exercised over shift personnel and all volunteer fire personnel. Responds to fire, hazardous materials, medical and rescue incident calls. Supervision of employees includes evaluation of employees and ability to impose economic discipline. This position may assume control in the absence of the Fire Chief as designated. Work is performed under the supervision of the Fire Chief. Position includes performance of work as assigned for non-routine tasks and reviews work for conformance to departmental policies and procedures through observation of work methods and completed tasks requiring the use of independent judgment. Position serves to manage fire operations as assigned by the Chief. The philosophy of this individual must be one of the public services compromising their own personal interest for the common good of the public.

Essential Functions

1. Assists the Fire Chief in the administration and operation of the Fire Department; performs administrative duties as assigned and does related work as required.

2. Develops, administers and schedules annual training to ensure that all individuals receive necessary training to meet Federal, State and Department standards and maintain compliance with requirements of the National Fire Protection Agency (NFPA).
3. Analyzes and evaluates the effectiveness of existing training programs and makes required course corrections that promote excellent performance and supports the advancement of performance standards and organizational change.
4. Administer and maintain a training record system, so that information meets all agency and legal requirements and can be readily accessed by personnel.
5. Develop recommendation for policies to support the training program, ensuring that department goals are achieved.
6. Plan, develop and implement comprehensive training programs and curriculum to support the departments' goals.
7. Construct course content that outlines the departments structure and reflects current acceptable practices.
8. Construct a performance-based instructor evaluation plan so that instructors are evaluated on a regular basis.
9. Acts as Safety Officer for the department. Works in partnership with the department's safety committee member as well as Human Resources to ensure that all individuals receive necessary training and department policies and procedures are in place to meet Federal, State and Department standards to provide safety for all personnel and reduce risks associated with duties.
10. Provides management and oversight to the Emergency Management Section; plans, directs and provides annual training to city personnel and the community for disaster preparedness; environmental emergencies, civil unrest, terrorism, etc.
11. Assists in development and implementation of short and long range plans and goals and department budget; monitors budget expenditures for supplies and equipment.
12. Assists in developing and administering hiring process for department personnel inclusive of authority to hire when assigned.
13. Responsible for the day-to-day operation of the department. Establishes work schedules, including shift coverages and identifies work priorities for shift personnel; monitors the activities of shift personnel.

14. Evaluates performance, counsels and confers with members of the department concerning their performance. Works in partnership with the Chief to resolve employee grievances and disputes. Authority to impose discipline up to and including suspension or demotion in accordance with established procedures.
15. Responds to fire, hazardous materials, medical and rescue incident calls as needed inclusive of the duties of lower Fire and EMS classifications including but not limited to: Performing and supervising firefighting activities including driving and operating fire apparatus, engines, pumps and related equipment. Lays hose, fire combat, containment and supervises fire operations if highest ranking officer on scene. Respond to ambulance calls, drive ambulance or perform and supervise emergency, life-saving aid or first aid on injured or ill.
16. In a supervisory role, responds to other emergency alarms, allocates appropriate personnel, resources and equipment, and provides overall coordination, direction and detailed instruction to subordinate personnel.
17. Ability to work a 24-hour work day.
18. Maintains required certification and licensing requirements.
19. Coordinate and administer training to coworkers, students, and others in accordance with policy.

Other Identified Task Statements/Duties

1. Attends conferences and meetings, including local district training association meetings, in conjunction with assigned responsibilities.
2. Assume incident command functions and positions as directed during an emergency incident. Assume Incident Command if necessary.
3. Serve as Coordinator for the Cadet and Paid Part-time programs.

The following knowledge, skills and abilities must be possessed or individual must be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities.

Knowledge, Skills and Abilities:

KNOWLEDGE:

- Modern fire suppression and prevention and emergency medical services principles, procedures, techniques and equipment;

- Ambulance, lifesaving, emergency medical, first aid and resuscitation principles, procedures, equipment, techniques and their application as demonstrated through State Paramedic certification;
- Fire department administration
- Department policies and procedures
- State law and city ordinances related to fire prevention
- Fire investigative methods and techniques
- Supervisory methods and techniques
- Departmental training programs
- Safety policies and procedures
- OSHA compliance

SKILLS:

- Safe operation of fire and emergency medical equipment and vehicles;
- Time and project management to complete trainings and certification processes
- Proficiency in Microsoft Word, Excel, PowerPoint, windows programs

ABILITIES:

- Respond to and command a fire, medical or hazmat scene;
- Demonstrate the use of firefighting tools, apparatus and equipment;
- Maintain Oregon EMT or Paramedic Status;
- Communicate effectively both orally and in writing;
- Ability to promote harmonious relations among personnel.
- Demonstrate ability to act promptly and use good judgement in emergencies and to deal tactfully with the public.
- Mentally and physically handle physical force, assault, and verbal abuse;
- Plan, organize and direct the work of others to meet overall objectives and goals; establish and maintain effective working relationships with other employees, supervisors and the community;
- Direct effectively and with good judgment the operations of personnel and equipment under emergency conditions;
- Maintain physical fitness;
- Perform the duties of a firefighter/EMT.

Supervisory Responsibility

Supervises shift personnel and all volunteer fire personnel including evaluation, investigation of personnel matters and imposition of economic discipline as assigned.

Supervision Received

Works under the direct supervision of the Fire Chief.

Note: It is not the intent of this description to list every task involved in this position; those listed are intended only as illustrations of the various types of work that may be performed; the omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this classification inclusive of duties of lower Firefighter and EMS classifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in office, vehicle and outdoor settings in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. Work is occasionally performed in confined spaces and/or in complete darkness. The employee will be exposed to hazards associated with the above job functions, including fire, smoke, noxious odors fumes, chemicals, solvents and oils. The employee occasionally works near moving mechanical parts and in high, precarious places, and is occasional exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise levels in the work environment is usually quiet in office settings and loud at an emergency scene.

Physical Demands

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is frequently required to stand, sit, read, communicate, reach and manipulate objects, tools or controls. The position requires mobility over all terrains and throughout buildings that may necessitate working in cramped spaces, crawling, climbing ladders and stairs, as well as related physical ability required for structural/wildland firefighting operations. Duties involve moving materials weighing up to 20 pounds on a regular basis and may exceed 100 pounds on an infrequent basis. Manual dexterity and coordination or required over 50% of the work period while operating equipment such as computer keyboard, calculator, motorized vehicles, instruments and tools used for fire investigations and inspections, fire suppression equipment, etc.

Minimum Qualifications

- Must be 18 years or older.
- Possess a high school diploma or GED.
- Have a valid Oregon driver's license at time of appointment and maintain throughout employment.
- Oregon EMT certification.
- Have acceptable driving record and be insurable by the City's insurance carrier.
- Must possess ability to act promptly and use good judgement in emergencies and to deal tactfully with the public.
- Must pass an annual physical based on job related duties and consistent with business necessity.

Preferred Qualifications

Five years of progressively more responsible experience in fire suppression, fire prevention and/or emergency medical services including supervisory experience and preferably specialized training in fire, public or business administration, or any equivalent combination of experience and training which demonstrates the ability to perform the above described duties. Previous work experience as a Captain or Lieutenant. Possession of Firefighter II and Oregon Paramedic certifications; possession of or ability to obtain certification as a NFPA Instructor I within one year of appointment.

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

This position is appointed by the Fire Chief, with approval from the City Manager and is an at-will position.

EEO Statement: *Baker City is an equal opportunity employer, and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to age, disability, race, color, national origin, religion, sex, sexual orientation, veteran status, military status, association with members of a protected class, marital status, injured worker status, union participation, non-supervisory family relationships, or any other protected class or work relationship. All employment requirements mandated by State and Federal laws and regulations are observed.*

Chief _____ HR _____

By signing below, I understand the requirements, essential functions and duties of this position.

Employee: _____ Date _____

Adopted:

Revision date: August 2023