

| | |
|----------------------------------|-----------------------------|
| Rogue River Fire District | Effective Date: 02/08/2008 |
| | Revised Date: 02/08/2008 |
| Job Description | Authorization: Chief Ramsey |
| Captain | |

GENERAL STATEMENT OF DUTIES:

Under the general direction of the Fire Chief, a Captain performs skilled supervisory work in directing the activities of a fire company on an assigned shift. The Captain is the first line supervisor in the Fire District responsible for the discipline of subordinates assigned to a company and the maintenance of equipment and apparatus in accordance with district regulations. The Fire Captain will supervise and assist in fire suppression, fire prevention, and EMS activities on his shift and engage in the training of assigned personnel. Other activities and duties may be assigned as needed.

In addition, a Captain may be assigned to any of three district working assignments as follows:

- District Fire Marshal
- District Training Officer
- District Station/Equipment Officer

Recommended duties for these positions are out-lined elsewhere.

ESSENTIAL FUNCTIONS:

A Captain shall (or, if applicable, through delegation, ensure that the shift shall):

- Respond to emergency medical scenes, fire incidents, and other related emergency and non-emergency requests;
- Ensure that a basic command structure is initiated at every call during the shift;
- Supervise the keeping of fire apparatus and equipment in readiness;
- Instruct and drill employees and volunteers in fire fighting and emergency medical service techniques to ensure minimum standards are maintained;
- Be prepared to praise, correct, mentor and/or discipline all those personnel assigned to his shift or that he/she works over. In addition, an annual evaluation may be required for all personnel assigned to his/her shift;
- Maintain records of all shift activities;

- Perform firefighting, rescue, and/or EMS related activities necessary for the protection of lives and property within the scope of his/her training and districts rules/regulations;
- Demonstrate a continuous effort to improve operations, work cooperatively and jointly with other District members to provide quality seamless customer service, all in a fiscally prudent manner.

MINIMUM BASIC QUALIFICATIONS:

A Captain should have thorough knowledge of a fire organization, including the rules and regulations and procedures governing the operation of a District; a working knowledge of fire suppression and fire prevention principles; be skilled in training others to perform tasks; be familiar with state and local regulations or laws governing the operation of a Fire District; possess the ability to delegate responsibility to other personnel; possess the ability to analyze emergency conditions and adopt a quick effective and a responsible course of action; be able to perform duties requiring physical endurance and agility; possess the ability to maintain effective discipline and morale in his or her company; have a working knowledge of the firefighting resources of the Fire District; have the ability to cooperate with other officers and members of the Fire District, and the public; possess the ability to speak and deal tactfully and effectively with the public; possess the ability to prepare clear and concise reports and have the following:

- A minimum of three (3) years of experience in municipal department or a rural fire district in order to provide adequate background and experience;
- NFPA Firefighter I or equivalent;
- NFPA Pumper Operator or equivalent;
- Minimum Oregon Basic EMT¹;
- Possession of a valid Oregon Class C Driver License¹;
- Be insurable with the District

DESIRABLE QUALIFICATIONS:

- Degrees in Fire Science, Fire or Business Administration or Management
- DPSST Fire Ground Leader or equivalent;
- Certified Oregon EMT-Paramedic¹,

¹ Out of State/Area Candidates must be able to produce these documents within six months of appointment.

| | |
|----------------------------------|-----------------------------|
| Rogue River Fire District | |
| | Effective Date: 02/08/2008 |
| Job Division Duties | Revised Date: 02/08/2008 |
| Fire Marshal | Authorization: Chief Ramsey |

GENERAL STATEMENT OF DUITES:

A Captain will be assigned to manage one of three divisions as determined by the Chief. Assignments will be based on availability, personnel experiences and needs of the district. The Captain in charge of this division shall be responsible for implementing and enforcing applicable elements of the Oregon Fire Code to properties located in the district.

ESSENTIAL FUNCTIONS:

- Coordinates fire investigation within the Fire District;
- Coordinates and supervises fire prevention programs for both paid and volunteer personnel;
- Participates in area-wide fire education programs such as the Rogue Valley Fire Prevention Co-op, International Association of Arson Investigators and local Fire Marshals;
- Recommend purchases of prevention materials, burn permits, inspection forms, etc.
- Liaison between IAAI, Local Arson Task Force, Local Fire Marshals, and any other prevention/investigation related agencies;
- Coordinates Firehouse Software, prefire plans, and maintains inspection records.
- Develop a plan to establish, maintain, and expand an adequate water supply for the Fire District;
- Conducts plans review and attends application reviews on new commercial and residential developments within the Fire District;
- Conducts code enforcement as allowed by Jackson County Land Development Ordinance and the Oregon Fire Code;
- Participates with the Fire Chief to formulate plans, programs, standard procedures, and an annual Prevention Budget.

MINIMUM BASIC QUALIFICATIONS¹:

- Certified ICC Fire Inspector II
- Certified ICC Fire Plans Examiner
- Certified NPFA Fire Inspector II
- Certified OSFM Fire and Life Safety Specialist II
- Certified NFPA Fire Investigator
- Certified Public Fire and Life Safety Educator

DESIREABLE QUALIFICATIONS:

- Certified NFPA Fire Inspector III
- Certified OSFM Fire Marshal
- Certified Public Fire and Life Safety Educator III
- Certified as Juvenile Fire Setter Intervention Specialist I

¹ These minimum basic qualifications are meant to be guides to for success in the Fire Marshal tract. It is unlikely that any candidate will have all these skills, and/or training. This is not a disqualifying requirement.

| | |
|----------------------------------|-----------------------------|
| Rogue River Fire District | Effective Date: 02/08/2008 |
| | Revised Date: 02/08/2008 |
| Job Division Duties | Authorization: Chief Ramsey |
| Station/Equipment Officer | |

GENERAL STATEMENT OF DUTIES:

A Captain will be assigned to manage one of three divisions as determined by the Chief. Assignments will be based on availability, personnel experiences and needs of the district. The Captain in charge of this division shall be responsible for the buildings, grounds and all equipment that is owned/used by the District.

ESSENTIAL FUNCTIONS:

- Develops, monitors and adjusts maintenance schedules for all district buildings;
- Develops, monitors and adjusts maintenance schedules for all district vehicles and equipment;
- Maintains records of all maintenance and repair histories in an accessible manner;
- Maintains records of fuel and oil consumption;
- Coordinates all repairs;
- Schedules all routine maintenance;
- Maintains adequate inventory of all supplies and equipment;
- Gathers specifications for the purchase of any new district vehicles;
- Monitors and revises as needed, the vehicle replacement program;
- Participates with the Fire Chief to formulate plans, programs, standard procedures and an annual Maintenance Budget.

MINIMUM BASIC QUALIFICATIONS:

- A basic knowledge of the type maintenance needed for the districts buildings and grounds;
- A basic knowledge of vehicle maintenance and repair concepts;
- Ability to delegate responsibilities.

| | |
|----------------------------------|-----------------------------|
| Rogue River Fire District | |
| | Effective Date: 02/08/2008 |
| Job Division Duties | Revised Date: 02/08/2008 |
| District Training Officer | Authorization: Chief Ramsey |

GENERAL STATEMENT OF DUITES:

A Captain will be assigned to manage one of three divisions as determined by the Chief. Assignments will be based on availability, personnel experiences and needs of the district. The Captain in charge of this division shall be responsible for ensuring that the training provided by the district complies with federal, state and local standards.

ESSENTIAL FUNCTIONS:

- Coordinates and supervises training for fire and medical for both paid and volunteer personnel;
- Oversee personnel training progress through the use of schedules and regular evaluation.
- Performs functions including monthly training reports, attends appropriate meetings and participates in area wide training organizations such as the Rogue Interagency Training Association and other related training organizations;
- Provides the oppotunity for adequate training for members to update or maintain their certifications;
- Coordinates periodic evaluations for accreditation through DPSST;
- Provides opportunity for training with mutual aid agencies;
- Oversee the development of Fire District Training courses;
- Liaison between Oregon Health Division, RITA, DPSST and any other training related agencies;
- Coordinates the development of performance standards;
- Participates with the Fire Chief to formulate plans, program standards, procedures, and an annual training budget:

MINIMUM BASIC QUALIFICATIONS:

- Fire Instructor I

DESIREABLE QUALIFICATIONS:

- Fire Instructor II