



West Valley Fire-Rescue

Yakima County Fire District 12

JOB DESCRIPTION

POSITION:	PREVENTION - CAPTAIN
DIVISION:	PREVENTION
IMMEDIATE SUPERVISOR:	FIRE CHIEF / DEPUTY CHIEF
FLSA STATUS:	EXEMPT / FULL-TIME
REVISION DATE:	JANUARY 1, 2020

JOB SUMMARY

Plans and directs the District's loss prevention programs and manages the Fire Prevention Unit. Supervises public fire education programs for youths and adults and coordinates all public information and relation issues.

JOB SCOPE

Directly supervises two to seven employees and indirectly supervises approximately 15 employees. Assists in the preparation, administration, and monitoring of the District budget and prevention programs.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Prepares and maintains documentation regarding fire reports, District administrative reports, and fire prevention reports.
- Manages Juvenile Fire Setter program and Public Fire Education program.
- Directs and manages assigned Office personnel.
- Serves as the District Public Information Officer. Manages public relations and information disseminations for the District.
- Responds and participates in emergency incidents as the PIO or non-combat roles. Responsible for maintaining non-combat fireground credentials and requirements.
- Interacts with members of the business community and fire marshal concerning fire prevention issues.
- Participates in staff groups to formulate plans, goals, and objectives.

- Assists in formulating policies, procedures and guidelines for the District as a member of the Management Team.
- Performs all other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE, AND CERTIFICATIONS

- Associate degree in Fire Science or related field or equivalent education and experience.
- Five years of fire service experience with supervisory experience preferred.
- Incident Safety Officer certification.
- Emergency Vehicle Incident Prevention (EVIP) certification.
- National Fire Academy tactical operations certification (PICO, STICO, DMITCO).
- Emergency Medical Technician, Emergency Medical Responder or the Department's Advanced First Aid certified.
- ICS training, IS-100, IS-200, IS-700 and IS-800 certifications.
- Wildland Firefighter II red card certified.
- Ability to implement the Incident Command and Passport Accountability System.
- Juvenile Fire Setter Interventionist obtained within two (2) years.
- Instructor 1 certified or obtained within two (2) years.
- Valid Washington State Driver's License required.
- Must have access to a vehicle.
- Must possess auto insurance.
- Must attend monthly Officer meetings and trainings related to this position.
- Must reside within the geographical boundary for membership indicated in Policy 2109 within six (6) months of hire.

SKILLS, KNOWLEDGE, AND ABILITIES

Ability to act as an effective team member at all emergency incidents involving fire protection, emergency medical services, and emergency management functions. Ability to communicate and effectively deal with the general public and school age children. Ability to perform effectively under stressful and adverse conditions. Skills in applying, communicating, and obtaining compliance to fire prevention standards and regulations relating to fire safety. Skills in communicating to the public during fire, EMS, rescue, and hazardous material incidents. Knowledge of District policy and fire and life safety. Knowledge of emergency medical procedures, fire extinguishing, and implementing comprehensive plans and programs to promote public safety. Ability to communicate effectively with peers, subordinates and the general public.

ESSENTIAL JOB FUNCTIONS

This position requires work at a computer/display terminal and desk for periods of time, including repetitive motions of the wrists, hands and fingers. Constant use of both hands in reaching, handling, grasping, pushing and pulling while performing duties. Able to lift and carry. May require sitting, climbing, crawling, kneeling, crouching, standing, walking, stepping over items, twisting, lifting, reaching or bending for periods of time. Seeing, speaking and hearing to evaluate and communicate situations. Must be able to speak, and to receive and understand written and oral communications in English and give written and oral instruction.

The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Yakima County Fire Protection District 12 is an Equal Employment Opportunity employer. It does not discriminate against its members or against applicants for appointment. Decisions regarding selection, promotion and/or tenure shall be free from restrictions based on physical, cultural, religious or other biases. Decisions regarding selections, promotions and/or tenure shall be directly related to the applicant's qualifications and ability to perform the requirements of a position. If you feel you have been discriminated against, please contact the Fire Chief or Board of Fire Commissioners.

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