

# South Jordan City

## Job Description

**Title:** Fire Captain  
**Org:** 100620  
**Pay Grade:** F4 Step 6-12

**Effective Date:** 10/27/2020  
**FLSA:** Non-Exempt  
**Workers Comp:** Fire

### GENERAL PURPOSE

Under general supervision, the Fire Captain will plan, assign, supervise, review and participate in the work of a Crew or Company within the fire division responsible for providing fire suppression, emergency medical services, technical rescue, hazardous materials response, fire prevention, community education, community wellness, training and equipment/facility maintenance activities and services; and performs a variety of technical tasks relative to assigned area of responsibility.

### SUPERVISOR

Battalion Chief

### POSITIONS SUPERVISED

Firefighter Paramedic  
Firefighter Engineer  
Firefighter AEMT  
Part-Time Paramedics and AEMTs, as assigned

### ESSENTIAL FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Plan, prioritize, assign, supervise, review, provide, and participate in the work activities of a Crew or Company responsible for providing fire suppression, emergency medical services, technical rescue, haz-mat response, fire prevention, inspections, in-service training, maintenance of equipment, apparatus and facilities, and other related emergency and non-emergency services.

Establish the incident command system at all emergencies; assume the duties and responsibilities of the Incident Commander, Command Staff, and/or ICS General Staff at emergency incidents and planned events until relieved by a superior officer.

Assist with the selection of assigned staff; direct, supervise, mentor, and assist with evaluating assigned staff; counsel, commend or discipline personnel as appropriate.

Perform assigned ancillary duties involving the administration of the Fire Division including prevention, public education, inspections, inventory, training, fleet, equipment and facility maintenance, or other related duties.

Participate in the preparation and administration of the assigned budget; conduct research and submit budget recommendations.

Assist management staff in monitoring and evaluate the effectiveness of services; identify opportunities for improvement; assist with the development of division goals and objectives; and manage the implementation of changes.

Perform a variety of administrative duties including preparing reports and forms, conducting research, and preparing and presenting recommendations.

Attend and participate in professional group meetings; stay abreast of related new trends and innovations.

Respond to and resolve difficult complaints and inquiries.

Operate a variety of equipment, tools, devices and vehicles as required to perform assigned duties.

This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

Perform other duties as assigned.

Health & Fitness: Must satisfy the medical requirements of National Fire Protection Association (NFPA) Standard 1582 and at all times maintain a fitness level that meets or exceeds the minimum standard of the department physical ability test and Wildland Firefighter Fitness Test.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Associates Degree or a minimum of 60 semester hours from an accredited college or university
- AND
- B. Five (5) years full time fire service related experience.

2. Special Requirements:

Valid Utah Class D Driver License  
Utah Advanced EMT or Paramedic  
Firefighter II and Hazardous Materials Operations Certification  
Advanced Cardiac Life Support and Pediatric Advanced Life Support Certification.  
Healthcare Provider CPR Certification.  
Fire Instructor I  
Fire Officer I Certification  
Fire Inspector I or Company Officer Inspector required within six months of appointment  
Successful completion of ICS 100, 200, 700 & 800. Completion of ICS 300 & 400 is preferred.

3. Knowledge, Skills and Abilities

Knowledge of principles, practices and theories of personnel management, program management, adult learning, public relations and performance management; basic and advanced life support techniques, procedures, and practices; strategy and tactics for fire suppression and related activities; purposes, uses and operating characteristics of apparatus, equipment, and tools used in fire fighting, rescue, emergency medical services, and hazardous materials operations; basic principles of mechanics, hydraulics and mathematics related to fire fighting; occupational hazards and standard safety practices; fire hazards and related prevention/abatement methods; principles and procedures of record keeping; safe driving principles and practices; local geography including city streets, major hazards, and water system; and pertinent Federal, State and Local codes, regulations, and laws.

Skill to operate department fire fighting, rescue, hazardous materials response, and emergency medical equipment; operate modern office equipment including computer hardware and software;

Ability to operate a personal computer, Microsoft products and other department specific software including the EMS records management system

Ability to operate a motor vehicle safely.

Ability to effectively and efficiently manage a Fire Division Company; perform all tasks, duties and responsibilities associated with the certifications, licenses and essential tasks identified herein; respond quickly to changing situations; exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs, communicate clearly and concisely, both orally and in writing; work under extreme mental tension and pressures; work a variety of shifts for long hours; effectively deal with demanding and traumatic situations; work in all weather conditions; develop effective working relationships with supervisors, medical professionals, co-workers, and the public. Ability to operate department fire fighting, rescue, hazardous materials response, and emergency medical equipment.

4. Working Conditions:

Response to emergency situations and participation in training activities involves considerable exposure to stressful situations; strenuous and moderately heavy physical activity; required to stand, walk, crawl or sit in uncomfortable positions for extended period of times; involves exposure to dangerous situations under disagreeable conditions such as cold, wet, high temperatures, toxic fumes, smoke, excessive noise, hazardous materials, communicable diseases, vibration, heights, confined spaces, emergency driving, little to no sleep for extended periods, etc. May be subjected to lifting and dragging items weighing up to 181 pounds. Unconventional working hours are required including nights, weekends, holidays, and shifts of up to 48 hours in length. Required to travel to different sites and stations.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Fire Non-Exempt</b>	<b>EEO-4 Class:</b>	<b>Prof</b>
<b>Location:</b>	<b>Fire</b>	<b>EEOP Class:</b>	<b>Prot Serv Sworn</b>
<b>Group/BU:</b>	<b>Fire Step Plan</b>	<b>Tech-Net Match:</b>	<b>1675</b>