

## Overview

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<b>Inactive</b>	No
<b>View As Of</b>	10/11/2024
<b>Date of Last Change</b>	01/23/2024 10:52:03.070 AM
<b>Job Profile Name</b>	Fire Captain
<b>Job Code</b>	1217
<b>Include Job Code in Name</b>	Yes
<b>Job Profile Summary</b>	Under general direction, perform one of four distinct administrative assignments (Assistant Fire Marshal, Medical Services Officer, Fire Training Officer or Emergency Services Officer) in the Olympia Fire Department.
<b>Job Description</b>	<p>Series Concept:</p> <ol style="list-style-type: none"><li>1. Captains report to an Assistant Chief of Fire Prevention, Emergency Medical Services, or Fire Operations.</li><li>2. Captain is a program-based assignment.</li><li>3. Programs are high visibility, have department wide and/or community-wide impact, and scope.</li><li>4. Programs may be internally and externally focused, or a combination.</li><li>5. Captains may be assigned to one of the following positions: Assistant Fire Marshal, Fire Training Officer or Emergency Services Officer.</li></ol>

### Essential Functions

The information contained in this classification specification is a representative sample of essential and other functions performed in this classification. Specific essential functions are identified for position recruitment or other administrative procedures.

#### DISTINGUISHING ASSIGNMENT CRITERIA

I) ASSISTANT FIRE MARSHAL Examples of Duties:

1. Performs first line supervisory and general duty fire code enforcement activities within the Fire Code Enforcement Division.
2. Supervise and conduct fire prevention inspections of occupancies and processes to determine compliance with the Fire Code of the City of Olympia and other applicable laws and/or ordinances.
3. Investigate fires, prepare documentation, gather evidence, photograph fire scenes, interview witnesses regarding fire cause and suspicious fires.
4. Conduct building plan checks for code compliance on fire detection and extinguishing systems, hazardous processes, flammable liquid storage and handling, and hazardous materials.
5. Perform field acceptance tests on protective systems and hazardous installations to ensure code compliance.
6. Prepare narrative reports, correspondence, interdepartmental communications, and department records, and provide for required records maintenance.

7. Assure fire prevention program activities support and reinforce quality service program goals and objectives.
8. Provide assistance, consultation and education to the general public, civic organizations, schools, businesses and the development community.
9. May be required to testify in court regarding non-compliance or fires of suspicious origin.
10. Represent the Fire Marshal at Site Plan Review and other meetings with architects, builders, developers, and other City Departments.
11. Respond to structural fires during duty hours and off duty when requested by the officer in charge.
12. Perform fire suppression and emergency medical tasks as required.
13. Punctual, regular and reliable attendance is essential for successful job performance.

2) FIRE TRAINING OFFICER Examples of Duties:

1. Responsible for the administration of entire Operations Division training program, including full range of activities required to create, implement, maintain, oversee, update, keep records, establish teaching standards, develop methods, measure effectiveness, test others knowledge, evaluate progress, and set education and learning standards.
2. Recruits, selects, trains, and evaluates instructors.
3. Maintains training quality by creating and maintaining effective evaluation, testing, and modification methods.
4. Insures that all training conforms to applicable national, regional, and local standards, guidelines, and regulations.
5. Assure training program activities support and reinforce quality service program goals and objectives.
6. Reviews bids from external trainers and makes selection recommendations to Assistant Fire Chief.
7. Uses personal computer and associated software to create a variety of reports, records, training materials, and published documents.
8. Provides effective training to individuals with diverse backgrounds, learning styles, and skill levels by teaching classes, and maintaining high level of up to date knowledge of fire service methods, equipment, tools, vehicles, technology, and operations.
9. Uses a wide variety of current teaching methods, media, and procedures to create effective and dynamic training.
10. Measures retention, skill development, and expertise of division staff and designs promotional training programs for staff.
11. Maintains own EMT certification by providing routine and emergency medical services in response to BLS calls.
12. May be called upon to perform firefighting duties.
13. Punctual, regular and reliable attendance is essential for successful job performance.

3) EMERGENCY SERVICES OFFICER Examples of Duties:

1. Responsible for the development, implementation, and ongoing administration of a variety of emergency preparedness programs.
2. Program areas include community preparedness for emergencies and disasters, promotion of fire prevention, providing public information about all aspects of Fire Department operations and procedures, general public information and education programs and projects, and specific initiatives such as the FLAME (Fire Department Life, Safety, and Medical Education) program.
3. Plan, prepare, coordinate and implement action plans for fire department response to major emergency situations and natural disasters (e.g. widespread social unrest, earthquakes, volcanic eruptions, floods).
4. Participate as Fire Department representative on City committees and task forces responsible for the planning, coordination, and implementation of City of Olympia response to major emergency situations and natural disasters.
5. Develop, implement, and deliver a variety of educational and informational programs for schools, business organizations, neighborhood organizations, and civic groups.

6. Plan, direct, and supervise the activities of public relations teams at community events.
7. Coordinate tours of department facilities and public appearances of personnel and equipment.
8. Serve as public information officer for Fire Department by pro-actively anticipating and effectively responding to requests from media organizations for comments, interviews, information, or departmental policies in routine, emergency, and crisis situations.
9. Serves as a local and regional educator, trainer, and communicator in emergency response and disaster preparedness issues by representing the City as a technical expert in emergency fire and medical response on ad hoc groups and formal boards and commissions, administering and serving as mentor and facilitator for community based emergency preparedness and volunteer disaster response programs, and preparing a wide variety of press releases, articles, brochures, reports, studies, and recommendations.
10. Serves as the department representative on city wide communication team and emergency management committee communications team.
11. Create and deliver a variety of multi-media presentations to officials, groups, conferences, associations, and individuals.
12. Assure all program activities support and reinforce quality service program goals and objectives.
13. Perform fire suppression and emergency medical tasks as required.
14. Punctual, regular and reliable attendance is essential for successful job performance.

## Typical Qualifications

Knowledge, Skills, and Abilities Common to all Captain positions:

1. Knowledge of current supervisory practices and techniques.
2. Skill in maintaining records and preparing reports in an efficient, well organized, and time sensitive manner.
3. Skill in expressing ideas clearly and concisely, both verbally and in writing, to groups and individuals.
4. Ability to effectively schedule, assign, and evaluate the work of subordinates.
5. Ability to assist in the preparation of departmental budget, policy, and regulation recommendations.
6. Ability to effectively communicate with and educate audiences varying widely in age, interests, objectives, and level of knowledge.
7. Ability to effectively perform fire and medical operations as assigned.

Experience/Education:

1. Currently employed with a minimum of four years uniformed fire service experience, four of which must be with the Olympia Fire Department, and must have completed one year at the rank of Fire Lieutenant or above (preferred).
2. Associate's level college course work in the fields of supervision, public administration, fire service administration, fire prevention, and other pertinent fields is preferred.
3. Depending on assignment, specialty qualifications may be required including additional course work or experience in fire investigation, fire code compliance and/or fire protection systems, emergency and routine medical services, medical technology, injury treatment, patient care systems, emergency preparedness, public information and education, community based program development, adult learning, training, education, or test development for qualification purposes.
4. Punctual, regular and reliable attendance is essential for successful job performance.

#### DISTINGUISHING ASSIGNMENT CRITERIA

##### 1) ASSISTANT FIRE MARSHAL

###### Knowledge/Skills/Abilities:

1. Extensive knowledge of department policies, rules, and regulations; and controlling laws and ordinances pertaining to Fire Code Enforcement.
2. Extensive knowledge of methods of fire inspection and arson investigation.
3. Considerable knowledge of methods, materials, and equipment used in Code Enforcement.
4. Detailed knowledge of fire suppression methods, travel of fire, flame propagation, effects of building construction on fire spread, and other technical aspects affecting fire control.
5. Detailed knowledge of codes and ordinances affecting fire safety and engineering, fire protection systems, and laws pertaining to the crime of arson.
6. Ability to effectively conduct interviews with witnesses/suspects in fire investigations.
7. Ability to tactfully deal with developers, business owners, and the general public regarding code requirements, compliance, and violations.
8. Ability to inform, persuade, and effectively negotiate alternatives to assure code compliance and problem resolution in the best interests of the public.
9. Ability to evaluate, approve, and inspect various types of fire protection systems, analyze fire protection problems, and develop objective solutions by applying innovating approaches to problem solving.
10. Ability to analyze and evaluate statistical data, make hydraulic calculations to determine adherence to code requirements for fire extinguishing systems.
11. Ability to work in a cooperative manner with architects, engineers, developers, the general public, and City staff to provide a high level of customer service in plan review, inspections, and consultation services.
12. Skill in performing fire suppression and emergency activities, including administration of pre-hospital emergency medical care to the Washington State EMT-D level.

###### Special Requirements:

1. ICC International Fire Code Certification is required within one year of appointment as a condition of continued employment.
2. Continued certification as a Washington State Emergency Medical Technician-D is required.
3. The Captain must possess a degree of physical fitness that allows participation as a firefighter on a fire scene.
4. The Captain may, under Fire Department ICS (Incident Command System) protocols, be required to provide officer level direction, control, and supervision at fire and emergency scenes, and consequently must maintain the knowledge, skills, and abilities required to successfully carry out this responsibility.

##### 2) FIRE TRAINING OFFICER

###### Knowledge/Skills/Abilities:

1. Extensive knowledge of department policies, rules, and regulations; and controlling laws and ordinances pertaining to firefighter training, skill development, accreditation, testing, and evaluation.
2. Considerable knowledge of methods, materials, and equipment used in teaching and training adult learners.
3. Detailed knowledge of fire suppression methods, travel of fire, flame propagation, effects of building construction on fire spread, and other

technical aspects affecting fire control.

4. Detailed knowledge of methods of instruction, education, demonstration, presentation, and explanation.
5. Detailed knowledge of principles, methods, and procedures affecting the development of training systems, curriculum systems, effective class presentations, and training program evaluation.
6. Knowledge of current personal computer software, including word-processing, databases, and desktop publishing applications.
7. Ability to effectively conduct interviews and gather information from training program participants, consultants, vendors, peers, and members of the public.
8. Ability to tactfully deal with subordinates, staff members, superiors, and the general public regarding training program requirements, standards, achievements, and compliance.
9. Ability to inform, persuade, and effectively negotiate alternatives to assure training program compliance and problem resolution in the best interests of the department and the public.
10. Ability to evaluate, approve, and select various types of training systems, analyze training and education problems, and develop objective solutions by applying innovating approaches to problem solving.
11. Ability to analyze and evaluate statistical data, make effective reports and recommendations, and determine adherence to training requirements for all levels of staff.
12. Ability to work in a cooperative manner with staff members, agency representatives, the general public, and City staff to provide a high level of customer service in firefighter training, education, and development.
13. Skill in performing fire suppression and emergency activities, including administration of pre-hospital emergency medical care to the Washington State EMT-D level.

Special Requirements:

1. Continued certification as a Washington State Emergency Medical Technician-D is required.
2. The Captain must possess a degree of physical fitness that allows participation as a firefighter on a fire scene.
3. The Captain, may, under Fire Department ICS (Incident Command System) protocols, be required to provide officer level direction, control, and supervision at fire and emergency scenes, and consequently must maintain the knowledge, skills, and abilities required to successfully carry out this responsibility.

4. Within the first year of promotion to Fire Captain Training, the Captain must obtain the following certifications:

- ICS 300
- Blue Card Command
- Instructor I & II (IFSAC or equivalent)
- Fire Officer I & II (IFSAC or equivalent)
- Live Fire Instructor Credential - Fixed Facility

3.

### 3) EMERGENCY SERVICES OFFICER

Knowledge/Skills/Abilities:

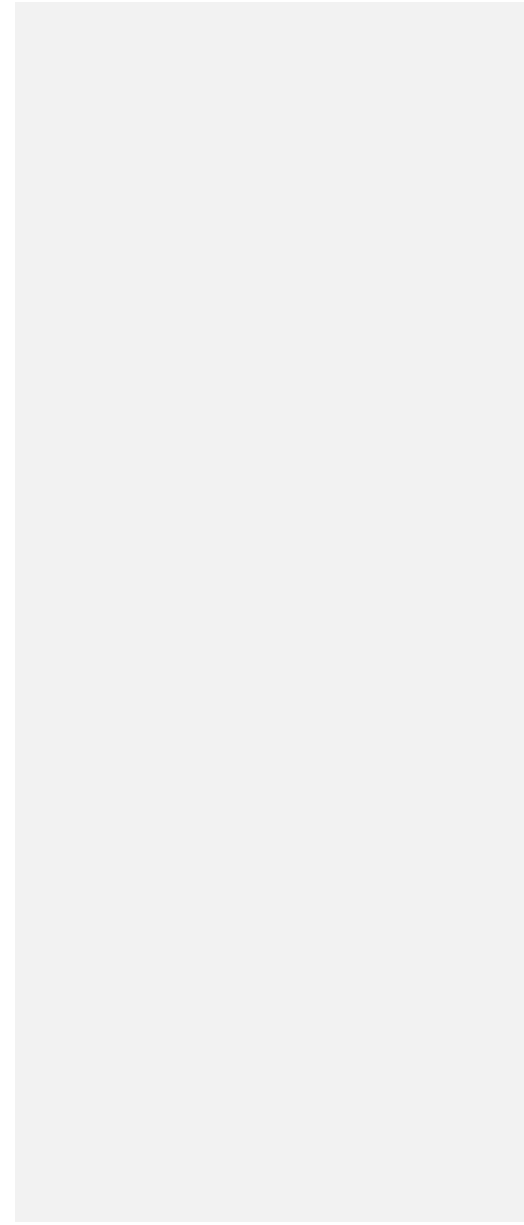
1. Extensive knowledge of department policies, rules, and regulations; and controlling laws and ordinances pertaining to emergency management and community preparedness.
2. Detailed knowledge of fire suppression methods, travel of fire, flame propagation, effects of building construction on fire spread, and other technical aspects affecting fire control.
3. Knowledge of current trends and developments in the field of public involvement and education.
4. Knowledge of municipal organization, including services, programs, infrastructures, and capabilities.

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5. Knowledge of media resources for community service programs.
6. Knowledge of public opinion research and data collection methods.
7. Knowledge of the principles and practices of volunteer management.
8. Knowledge of current supervisory practices, methods, and techniques.



9. Skill in developing public communication plans, programs, and campaigns, including the preparation of educational and informative materials.
10. Skill in planning, developing, and managing complex, multi-dimensional projects.
11. Skill in working with the news media in routine, emergency, and crisis situations.
12. Ability to prepare accurate, persuasive, and concise written materials for a variety of audiences.
13. Ability to speak persuasively in a variety of settings to diverse audiences to gain support for program goals.
14. Ability to create innovative programs and projects to encourage citizen involvement.
15. Ability to tactfully communicate with a variety of news media organization representatives regarding department policies, regulations, operations, and procedures in routine, emergency, and crisis situations.
16. Ability to evaluate, approve, and recommend various emergency and crisis response systems and procedures, analyze disaster preparedness problems, and develop objective solutions by applying innovating approaches to problem solving.
17. Ability to work in a cooperative manner with officials, department staff members, agency representatives, community groups, and the general public, and City staff to provide a high level of customer service in emergency and disaster preparedness.
18. Skill in performing fire suppression and emergency activities, including administration of pre-hospital emergency medical care to the Washington State EMT-D level.

Special Requirements:

1. Continued certification as a Washington State Emergency Medical Technician-D is required.
2. The Captain must possess a degree of physical fitness that allows participation as a firefighter on a fire scene.
3. The Captain, may, under Fire Department ICS (Incident Command System) protocols, be required to provide officer level direction, control, and supervision at fire and emergency scenes, and consequently must maintain the knowledge, skills, and abilities required to successfully carry out this responsibility.
4. Valid Washington State Driver's License may be required.

**Additional Job Description**

## Supplemental Information

Contacts:

1. Captains have frequent contact with senior management, employees at all levels of the organization, representatives from other public agencies, and members of the public.
2. Business contacts may include vendors, consultants, trade or professional organization representatives, property owners, business owners, neighborhood association members, or concerned citizens.
3. Some contacts may be regulatory, directive, evaluative or characterized by a high potential for conflict, disagreement, or differences of opinion and interpretation.

Supervision:

1. May be assigned functional supervision of a staff, including responsibility for training, leadership, recommendations for discipline, and

participation in evaluation.

**Accountability:**

1. The Captain is accountable to an Assistant Chief for performing all assignments in a timely, effective, efficient manner.
2. Captains are responsible for the overall effectiveness, efficiency, and impact of the assigned program area.

**Working Conditions: (Working conditions will vary depending upon assignment)**

1. Captains work primarily in an office setting.
2. The vast majority of work is performed during the weekday, with occasional evenings and weekends required depending on specialty area.
3. Captains may be called on to perform firefighting duties and operate full range of individual and crew served firefighting apparatus, equipment, and vehicles.
4. Captains must maintain sufficient knowledge, skill, ability, and physical ability to safely, effectively, and proficiently perform firefighting work.
5. Captains may be assigned to or work in hazardous work areas such as fire scenes, emergency scenes, rescues, or accident scenes.
6. Captains may respond to emergency or unusual situations that may occur at anytime.
7. Captains may work in heavy traffic areas such as street surfaces, rights-of-way and medians.
8. Work may be performed in confined spaces, around heavy equipment, and may involve the operation of complex and potentially dangerous tools, equipment, and devices.
9. Some work may involve performing tasks out of doors in inclement weather at dirty, wet, noisy, contaminated, or cramped work sites.
10. The work may involve strenuous physical labor, requiring physical dexterity and mechanical aptitude.

The City of Olympia is an Equal Opportunity Employer, committed to a diverse workforce. Women, people of color, and people with disabilities are encouraged to apply.

**Job Title Default**  
**Restrict to Country**  
**Management Level** 4 Manager  
**Job Family**  
**Job Category** Civil Service  
**Job Classifications** Protective Service Workers - Protective Service Workers (United States EEO-4)  
**Work Shift Required** No  
**Public Job** Yes  
**Referral Payment Plan**

**Characteristics**

**Difficulty to Fill**

**Critical Job** No

**Compensation**