


TOWN OF WINDHAM

Position Title: Call Company Captain
Department: Fire-Rescue
Reports to: Chief Officers
Classification: P/T Non-Exempt

Date: _____
Incumbent: _____
Supervisor: _____
Town Manager: 

General Summary:

This is an administrative and working supervisor position responsible for employees and apparatus at the station for which the position been assigned. Responsibilities include dealing effectively with the public concerning department activities, and performing specific delegated tasks, all under the general guidance and direct supervision of the Chief Officers. Performance is evaluated based on daily observation and results.

Essential Functions:

- Reports to an emergency scene and may assume any role in the incident command system, until relieved by Chief or Deputy Chief.
- Performs and/or supervises the job description duties and responsibilities of Call Company Captains, Lieutenants and all Firefighter and EMS personnel.
- Delegates authority to those subject to their command, commensurate with their duties, responsibilities, and abilities.
- Reports on building maintenance, apparatus, and equipment problems.
- Maintains an up to date inventory of all station and apparatus equipment.
- Participates in and oversees the periodic inspection and testing of equipment.
- Participates in the recruitment and retention process for personnel.
- Assists in the budget process by providing needs assessments and requests for information.
- Ensures that personnel receive training in all aspects of firefighting, EMS and vehicle operations.
- Conducts monthly station meetings.
- Participates in calls, details and trainings when not on shift.
- Attends Officers' meetings.
- Coordinates and provides, or participates in, the instruction of three company level trainings (excluding driver training).
- Evaluates employee performance and conducts an annual performance review of assigned personnel.
- May act as the officer in charge in accordance with departmental policy.
- Maintains confidentiality and satisfactory working relationships with employees, department officers, public officials, contractors, and the general public.

Other Duties and Responsibilities:

- Performs other work as may be required in support of Fire-Rescue and other Town departments.

Call Company Captain

Town of Windham

8/3/2016

Page 1

Competencies:

- Familiarity with MS Office, Excel, Outlook and Word programs and specialized software including but not limited to Emergency Reporting, Image Trend, and Fire Manager;
- Thorough knowledge of, and proficiency in, modern firefighting methods and equipment;
- Thorough knowledge of, and proficiency in, EMS best practices, methods and equipment;
- Thorough knowledge of, and proficiency in, public education methods and techniques;
- Knowledge and use of department Standard Operating Guidelines;
- Ability to analyze situations correctly and quickly and to adopt effective courses of action, giving regard to surrounding hazards and conditions;
- Ability to effectively plan, assign, and direct the work of subordinate employees in non-emergency and emergency conditions; and
- Demonstrated excellent oral and written communication skills.

Required Education/Experience:

- High School graduate or GED equivalent;
- Five years' experience as a firefighter/EMT; and
- Two years' experience in an officer capacity.

Additional Eligibility Qualifications:

- Completion of Firefighter I & II;
- Completion of Fire Officer I & II as soon as practical;
- Valid Maine EMS EMT-B or higher license;
- Valid State of Maine Driver's License;
- Proficient in the operation of all departmental equipment/apparatus;
- Adherence to and with departmental policies, trainings , general orders and memo's, etc.;
- Experience in training and supervising subordinate personnel;
- Exercises common sense and sound judgment in evaluating situations and in making decisions;
- Effectively gives and receives verbal and written instructions; and
- Demonstrates working knowledge of the geography of the Town of Windham, including the location of streets, fire hydrants, water sources, and major fire hazards.

Working Conditions/Physical Demands:

Strenuous physical effort required; must frequently lift and/or move 30 pounds and occasionally move and/or lift up to 50 pounds. May work near moving mechanical parts and in high, precarious places and may occasionally be exposed to wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. Work is often performed in emergency and stressful situations. Hazards associated with fighting fires and Emergency Medical Operations including; smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, oils, blood borne and air borne diseases and other potentially infectious materials. May be exposed to loud noises at emergency scenes. Work is performed primarily in the station, vehicles and outdoor settings, in all weather conditions, including temperature extremes, day and night.

Frequently required to sit, talk or hear, stand, walk, use hands and fingers to handle, or operate objects, tools, or controls, and reach over head with hands and arms in order to perform the essential functions of the position. Occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements are intended to describe the general nature and the level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

EEO Statement:

The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.