

TOWN OF WINDHAM

Position Title:	Shift Captain	Date:	_____
Department:	Fire-Rescue	Incumbent:	_____
Reports to:	Chief Officers	Supervisor:	_____
Classification:	Full-time Non-Exempt	Town Manager:	_____

General Summary:

This is a working supervisor position responsible for the employees, apparatus, and stations on their assigned shift. Responsibilities include responding to emergent and non-emergent requests for service, 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.
- Performs and/or supervises the job description duties and responsibilities of on duty personnel, those personnel assigned to their shift and all personnel participating in department activities during the shift.
- Performs fire suppression activities as required including but not limited to, accountability, safety, suppression, ventilation, forcible entry, search & rescue overhaul, rehab, and assuming incident command.
- Provide primary patient assessment, treatment, and transport at both BLS and ALS level.
- Participates in annual performance evaluation for assigned personnel.
- Ensures that personnel receive training in all aspects of firefighting, EMS, and vehicle operations while on duty.
- Ensures effective communication among personnel, shifts and divisions within the department.
- Reports to chief officers on building maintenance, apparatus, and equipment problems.
- Participates in and oversees the periodic inspection and testing of protective clothing and other equipment.
- Participates in fire prevention education and inspections throughout the community.
- Proficient in the operation of all departmental equipment/apparatus.
- Adherence to and with departmental policies, general orders, and memos.

- Effectively gives and receives verbal and written instructions.
- Participates in the recruitment and retention process for personnel.
- Delegates authority to those subject to their command, commensurate with their duties, responsibilities, and abilities.
- Assists in the budget process by providing needs assessments and requests for information.
- Attends meetings and trainings as requested both on and off duty.
- 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.
- Any other duties as assigned.

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
- Demonstrated excellent oral and written communication skills.
- Exercises common sense and sound judgment in evaluating situations and in making decisions.

Required Education/Experience:

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- Certified Firefighter 1 & 2
- Certified Fire Officer 1 & 2
- Certified Fire Instructor 1 & 2
- Licensed Paramedic
- Valid State of Maine Driver's License

Additional Eligibility Qualifications:

- Five years' experience as a firefighter/EMT.
- Experience in training and supervising subordinate personnel.

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.