

# SUBLIMITY FIRE DISTRICT

## Position Description

2.1.03

### COMPANY CAPTAIN

#### GENERAL STATEMENT OF DUTIES

Functions as the officer of an assigned company, maintains discipline and morale. Exercises full supervision over personnel on assigned company. Responds to emergencies, places personnel and equipment at the emergency scene and supervises activities. May be in command of scenes unless command is transferred.

Shares supervision responsibilities with other Company Captains in activities and duties at the station including general maintenance of district equipment, apparatus and quarters. Performs and supervises training activities.

May be assigned divisional responsibilities.

#### SUPERVISION RECEIVED

Works under the general supervision of the Chief & Assistant Chief

#### SUPERVISION EXERCISED

Exercises direct supervision over Assigned Company Lieutenant and all subordinate personnel. Has the authority and responsibility to make work assignments, evaluate performance and to discipline and/or suspend subordinate personnel for violation of policy, rules and regulations, in conformance with department policy and chain of command

#### PRINCIPLE DUTIES

- Attends drills on a regular basis (60% annual average) and maintains skills as required by the Fire District.
- Supervises, participates in and assists with the training of personnel.
- Makes recommendations to the Training Officer regarding training needs.
- Responsible for equipment condition and inventory as assigned.
- Forwards requests for maintenance or repairs to the appropriate officer(s)
- Responds to emergencies, functions within the command structure, if in command evaluates situations, determines appropriate action, and acts as command until command is transferred.
- Directs cleanup work and overhaul after emergency and assists in the determination of cause.
- Assures apparatus and all equipment is returned to response status and fully cleaned and restored.
- Attends monthly officers meetings
- Provides assigned personnel a means for direct input such as opinions and needs. Directs this input through the chain of command.

#### MINIMUM REQUIREMENTS

All individuals must meet the following requirements to be considered for the position of Captain.

- Achieved ENGINEER (2.1.06)
- Minimum of 3 years related experience (Fire Service)
- Minimum of 60 % attendance to regularly scheduled drills for the past 12 months.
- Accredited Fire Ground Leader I.

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*Board Chair*

Revised- Oct 2003

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*Date*